

To: Board of Supervisors  
County Executive Office  
Clerk of the Board

From: Dr. Robert Levin, Ventura County Health Officer

Date: September 21, 2021

Re: Recommendation regarding Social Distancing and Continued Remote Meetings of  
Legislative Bodies



I strongly recommend that physical/social distancing measures continue to be practiced throughout our Ventura County communities to minimize the spread of COVID-19, including at meetings of the Board of Supervisors and meetings of other legislative bodies of the County of Ventura.

California Department of Public Health ("CDPH") and the federal Centers for Disease Control and Prevention ("CDC") caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>). Additionally, the CDC has established a "Community Transmission" metric with 4 tiers designed to reflect a community's COVID-19 case rate and percent positivity. Ventura County currently has a Community Transmission metric of "high" which is the most serious of the tiers.

Whether vaccinated or not, positive individuals are contracting the Delta variant and infecting others in our communities. Social distancing and masking are crucial mitigation measure to prevent the disease's spread. Remote meetings of legislative bodies of the County, including but not limited to the Board of Supervisors, are a recommended form of social distancing that allows for the participation of the community, staff, presenters, and legislative body members in a safe environment, with no risk of contagion. It is recommended that legislative bodies of the County continue to implement 100% remote meetings.

If you have any questions regarding this recommendation, please do not hesitate to contact me.

To: Board of Supervisors  
County Executive Office  
Clerk of the Board

From: Dr. Robert Levin, Ventura County Health Officer



Date: November 15, 2021

Re: Recommendation regarding Social Distancing and Continued Remote Meetings of  
Legislative Bodies

I continue to recommend that physical/social distancing measures be practiced throughout our Ventura County communities to minimize the spread of COVID-19, including at meetings of the Board of Supervisors and meetings of other legislative bodies in the County of Ventura.

The California Department of Public Health ("CDPH") and the Centers for Disease Control and Prevention ("CDC") caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>). While the Delta variant is the currently circulating variant, the Delta-2 variant, its likely successor, is 10 to 15% more transmissible. Current case and hospitalization rates have remained stubbornly higher than they were in the days leading up to the most recent surge. In some counties in our state, these rates are starting to climb again. We are facing the winter holidays and the opportunities these holidays present to promote transmission of COVID-19 infection. The winter season and its associated cold weather drives people indoors and provides another opportunity to spread the highly transmissible COVID-19 virus. Associated with these events last year our county experienced a surge in COVID-19 cases.

Whether vaccinated or not, positive individuals are contracting the Delta variant and infecting others in our communities. Social distancing and masking are crucial mitigation measures to prevent the disease's spread. Remote meetings of legislative bodies in the County, including but not limited to the Board of Supervisors are a recommended form of social distancing that allows for the participation of the community, county staff, presenters, and legislative body members in a safe environment, with no risk of contagion. It is recommended that legislative bodies in the County continue to implement 100% remote meetings. Just as it is likely that the current County order requiring the use of face coverings indoors will be in place beyond the first of the year,

though driven by good intentions, lifting the remote meetings policy at this time would be premature.

If you have any questions regarding this recommendation, please do not hesitate to contact me.



KATIE DROW  
Director and Secretary to the Board of  
Trustees  
E-mail: [katied@vencolawlib.org](mailto:katied@vencolawlib.org)

Ventura County Law Library  
800 South Victoria Avenue  
Ventura, California 93009  
Phone: (805) 642-8982

Board of Trustees  
Amber Rodriguez, Esq.  
PRESIDENT

Vincente E. Woodward, Esq.  
VICE-PRESIDENT

Judge Ryan Wright  
Claudia Bautista, Esq.  
Glenn Campbell, Esq.  
Tiffany North, Esq.

## **MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE VENTURA COUNTY LAW LIBRARY HELD NOVEMBER 17, 2021.**

A telephonic meeting was held on Wednesday, November 17, 2021 at 12:15 p.m. Present were board members Ms. Rodriguez, Ms. Bautista, Mr. Campbell, Ms. North, Mr. Woodward, and secretary Katie Drow as well as member of the public Cesar Libanati. Judge Wright was not present. The meeting was called to order at 12:17 p.m.

Item 1, there was no public comment.

Item 2, the reopening of the Legal Aid Clinic in the Law Library, was discussed. Taking into account the dwindling law library staff, a hybrid model of the clinic will likely be best going forward. It was decided that Cesar and Katie can work together to allow some in-person appointments for an end of January begin date. No motion was needed as this is within the scope of Katie's managerial discretion to plan for options that will work for both the library and clinic. Katie can report back to the board for future discussions.

After discussion and on motion duly seconded, it was resolved that:

Item 3, the minutes sheet of the telephonic meeting held September 15, 2021, was approved;

Item 4, the financial statement for AP 12, was approved;

Item 5, the financial statement for AP 13, was approved;

Item 6, the annual financial statement, was approved;

Item 7, the financial statement for AP 1, was approved;

Item 8, the financial statement for AP 2, was approved;

Item 9, the Law Library's response to the pandemic was discussed. The director updated the board on continued methods to protect the staff and patrons from coronavirus. Victoria's last day was also announced; Katie plans on recruiting for her position to hopefully have another librarian ready & trained by January. The board fully supports reasonable decisions Katie may need to make in order to keep the library operating. It was also suggested Katie circle back around and follow up with Citations to get the word out that the Library is reopened.

KATIE DROW  
Director and Secretary to the Board of  
Trustees  
E-mail: [katied@vencolawlib.org](mailto:katied@vencolawlib.org)



Ventura County Law Library  
800 South Victoria Avenue  
Ventura, California 93009  
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Item 10, the passport proposal, was not approved at this time due to lack of staffing, possible liabilities, and other details that needed to be ironed out first. Katie was asked to bring the topic back on the agenda for further discussion in mid-spring.

Item 11, during board comments, proper board comments that did not violate the Brown Act were discussed. Ms. North stated board comments could only be an update on the board members' personal activities. Mr. Campbell then stated he'd like to plan a going away dinner for Victoria.

The next board meeting is set for Wednesday, January 19, 2022, at 12:15. There being no further business, the meeting was adjourned at 1:18 p.m.

Katie Drow  
Secretary

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 3 (25.00%) SEP 1 TO SEP 30, 2021

**FUND 0200 - GENERAL TRUST FUND**

CASH ON DEPOSIT WITH THE COUNTY TREASURER, Sep. 1, 2021

1,188,790.43

<u>4400 - DEPOSIT BORROWERS</u>	<u>CUR. PERIOD</u>	<u>BALANCE</u>		
Balance Sep. 1, 2021		3,800.00		
Deposited	0.00			
Withdrawn	0.00			
Balance Sep. 30, 2021		3,800.00	Net	0.00

<u>REVENUE</u>	<u>ESTIMATE</u>	<u>CUR. PERIOD</u>	<u>FY TO DATE</u>	<u>PERCENT</u>	
8911A INTEREST, FUND 0200	5,000.00	0.00	(0.01)	0.00%	
8911B INTEREST, FUND 0201	0.00	0.00	0.00	0.00%	
9252 STATE OTHER	0.00	291,068.77	291,068.77	100.00%	
9681A OVERDUES	1,000.00	0.00	0.00	0.00%	
9681C INTERLIBRARY LOANS	0.00	0.00	0.00	0.00%	
9521 COURT FEES	520,000.00	43,744.01	133,663.11	25.70%	
9721 COPY MACHINES	1,000.00	153.10	352.95	35.30%	
9790A MISC INCOME	0.00	0.00	26.94	100.00%	
9790B SALE OF BOOKS/EQUIP	0.00	54.00	358.00	100.00%	
9790C SALE OF SUPPLIES	0.00	10.00	10.00	100.00%	
9790D SALES TAX	<u>0.00</u>	<u>4.97</u>	<u>28.54</u>	<u>100.00%</u>	
TOTAL REVENUE	527,000.00	335,034.85	425,508.30	80.74%	335,034.85

<u>EXPENDITURES</u>	<u>APPRO</u>	<u>CUR. PERIOD</u>	<u>FY TO DATE</u>	<u>PERCENT</u>	<u>BALANCE</u>
SALARIES AND BENEFITS					
1101 FULL-TIME	190,000.00	12,247.70	31,170.30	16.41%	158,829.70
1102 PART-TIME	37,500.00	1,024.00	4,832.00	12.89%	32,668.00
1121 RETIREMENT	53,000.00	929.61	39,260.85	74.08%	13,739.15
1122 SOCIAL SECURITY	2,500.00	63.49	299.59	11.98%	2,200.41
1123 MEDICARE	3,300.00	188.40	509.90	15.45%	2,790.10
1141A GROUP INSURANCE-EMP	15,500.00	822.75	2,468.25	15.92%	13,031.75
1141B GROUP INSURANCE-RET	31,000.00	2,230.50	6,691.50	21.59%	24,308.50
1143 UNEMPLOYMENT	0.00	0.00	0.00	0.00%	0.00
1165 WORKERS COMPENSATION	<u>2,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>2,200.00</u>
TOTAL	335,000.00	17,506.45	85,232.39	25.44%	249,767.61

SERVICES & SUPPLIES					
2031 TELEPHONE	4,000.00	124.97	374.91	9.37%	3,625.09
2032 COUNTY TELECOM.	500.00	0.00	0.00	0.00%	500.00
2054 JANITORIAL SUPPLIES	2,500.00	0.00	572.08	22.88%	1,927.92
2055 JANITORIAL SERVICES	12,500.00	939.00	2,817.00	22.54%	9,683.00
2071 GENERAL INSURANCE	2,400.00	0.00	0.00	0.00%	2,400.00
2101 OFFICE EQUIP. MAINT.	3,000.00	0.00	0.00	0.00%	3,000.00
2115 FACILITIES PROJ ISF	1,500.00	0.00	0.00	0.00%	1,500.00
2116 OTHER MAINTENANCE ISF	1,500.00	0.00	0.00	0.00%	1,500.00
2131 MEMBERSHIPS	1,000.00	0.00	0.00	0.00%	1,000.00
2159 MISCELLANEOUS EXPENSE	5,000.00	0.00	0.00	0.00%	5,000.00
2161 OFFICE SUPPLIES	7,000.00	0.00	167.53	2.39%	6,832.47
2164 POSTAGE	7,600.00	0.00	0.00	0.00%	7,600.00
2166 PRINTING	500.00	0.00	0.00	0.00%	500.00
2167 COPYING SUPPLIES	800.00	0.00	0.00	0.00%	800.00
2168 CENTRAL STORES	300.00	0.00	0.00	0.00%	300.00
2179 MISC. OFFICE EXPENSES	5,000.00	0.00	703.00	14.06%	4,297.00
2199 PROF. SERVICES (NON ISF)	4,500.00	1,088.00	1,274.50	28.32%	3,225.50
2202 COMP. SERVICES ISD	500.00	0.00	0.00	0.00%	500.00
2206 COUNTY SPECIAL SERVICES	3,000.00	0.00	0.00	0.00%	3,000.00
2261 COMPUTER EQUIPMENT	5,000.00	0.00	319.17	6.38%	4,680.83
2262 FURNITURE	2,000.00	0.00	0.00	0.00%	2,000.00
2264 MINOR EQUIPMENT	2,000.00	0.00	0.00	0.00%	2,000.00
2271A BOOKS & PUBLICATIONS	206,000.00	3,342.40	9,646.41	4.68%	196,353.59
2271B AUDIO/VIDEO PROGRAMS	1,200.00	0.00	0.00	0.00%	1,200.00
2271C ELECTRONIC SUBS.	43,000.00	3,024.00	9,072.00	21.10%	33,928.00
2273 CONFERENCE/SEMINARS	200.00	0.00	0.00	0.00%	200.00
2291 MILEAGE	300.00	0.00	0.00	0.00%	300.00
2292 AIR TRAVEL	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>500.00</u>
TOTAL	323,300.00	8,518.37	24,946.60	7.72%	298,353.40

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 3 (25.00%) SEP 1 TO SEP 30, 2021

FIXED ASSETS	<u>APPRO.</u>	<u>CUR.PERIOD</u>	<u>F/Y TO DATE</u>	<u>PERCENT</u>	<u>BALANCE</u>	
4111 BUILDING IMP/ALTER	2,500.00	0.00	0.00	0.00%	2,500.00	
4601 EQUIP REPLACEMENT	<u>20,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>20,000.00</u>	
TOTAL	22,500.00	0.00	0.00	0.00%	22,500.00	
 TOTAL EXPENDITURES	680,800.00	26,024.82	110,178.99	16.18%	570,621.01	<u>(26,024.82)</u>
 6101 CONTINGENCY FUND	100,000.00	0.00	0.00	0.00%	100,000.00	
 CASH ON DEPOSIT WITH THE COUNTY TREASURER, Sep 30, 2021						1,497,800.46
LIABILITIES						
6101 CONTINGENCY FUNDS						(100,000.00)
4400 DEPOSIT BORROWERS						(3,800.00)
 LONG TERM LIABILITIES						
Net OPEB						(255,793.00)
Est Unfunded Actuarial Pension						(490,454.00)
 CalPERS CERBT Post Retirement Fund						
Total in Fund Sep. 01,2021	161,948.81					
Market Increase/Decrease	(4,136.40)					
Total in Fund Sep. 30,2021	157,812.41					157,812.41
 Wells Fargo Account						
Cash on deposit Sep. 01, 2021	48,009.72					
Withdrawals	17,719.50					
Deposits	17,719.79					
Balance Sep. 30, 2021	48,010.01					48,010.01
 CASH BALANCE, Sep. 30, 2021						853,575.88

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**FUND 0201 - UNEMPLOYMENT INSURANCE RESERVE FUND**

CASH ON DEPOSIT WITH COUNTY TREASURER, Sep. 1, 2021					59,772.40
	<u>CUR. PERIOD</u>	<u>F/Y TO DATE</u>			
INCOME					
7990A DEPOSITS	0.00	0.00			
7990B INTEREST	0.00	0.00			
EXPENDITURES					
7990C CLAIMS	0.00	0.00			
 CASH ON DEPOSIT WITH THE TREASURER, Sep. 30, 2021					59,772.40

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 4 (33.34%) OCT 1 TO OCT 31, 2021

**FUND 0200 - GENERAL TRUST FUND**

CASH ON DEPOSIT WITH THE COUNTY TREASURER, Oct. 1, 2021

1,497,800.46

<u>4400 - DEPOSIT BORROWERS</u>	<u>CUR. PERIOD</u>	<u>BALANCE</u>		
Balance Oct. 1, 2021		3,800.00		
Deposited	0.00			
Withdrawn	0.00			
Balance Oct. 31, 2021		3,800.00	Net	0.00

<u>REVENUE</u>	<u>ESTIMATE</u>	<u>CUR. PERIOD</u>	<u>FY TO DATE</u>	<u>PERCENT</u>	
8911A INTEREST, FUND 0200	5,000.00	886.82	886.81	17.74%	
8911B INTEREST, FUND 0201	0.00	0.00	0.00	0.00%	
9252 STATE OTHER	0.00	0.00	291,068.77	0.00%	
9681A OVERDUES	1,000.00	170.00	170.00	17.00%	
9681C INTERLIBRARY LOANS	0.00	0.00	0.00	0.00%	
9521 COURT FEES	520,000.00	45,425.36	179,088.47	34.44%	
9721 COPY MACHINES	1,000.00	219.25	572.20	57.22%	
9790A MISC INCOME	0.00	20.00	46.94	0.00%	
9790B SALE OF BOOKS/EQUIP	0.00	56.00	414.00	0.00%	
9790C SALE OF SUPPLIES	0.00	10.00	20.00	0.00%	
9790D SALES TAX	<u>0.00</u>	<u>5.12</u>	<u>33.66</u>	<u>0.00%</u>	
TOTAL REVENUE	527,000.00	46,792.55	472,300.85	89.62%	46,792.55

<u>EXPENDITURES</u>	<u>APPRO</u>	<u>CUR. PERIOD</u>	<u>FY TO DATE</u>	<u>PERCENT</u>	<u>BALANCE</u>
SALARIES AND BENEFITS					
1101 FULL-TIME	190,000.00	12,346.10	43,516.40	22.90%	146,483.60
1102 PART-TIME	37,500.00	1,592.00	6,424.00	17.13%	31,076.00
1121 RETIREMENT	53,000.00	937.08	40,197.93	75.85%	12,802.07
1122 SOCIAL SECURITY	2,500.00	98.71	398.30	15.93%	2,101.70
1123 MEDICARE	3,300.00	198.07	707.97	21.45%	2,592.03
1141A GROUP INSURANCE-EMP	15,500.00	822.75	3,291.00	21.23%	12,209.00
1141B GROUP INSURANCE-RET	31,000.00	2,230.50	8,922.00	28.78%	22,078.00
1143 UNEMPLOYMENT	0.00	0.00	0.00	0.00%	0.00
1165 WORKERS COMPENSATION	<u>2,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>2,200.00</u>
TOTAL	335,000.00	18,225.21	103,457.60	30.88%	231,542.40

SERVICES & SUPPLIES					
2031 TELEPHONE	4,000.00	124.97	499.88	12.50%	3,500.12
2032 COUNTY TELECOM.	500.00	0.00	0.00	0.00%	500.00
2054 JANITORIAL SUPPLIES	2,500.00	115.42	687.50	27.50%	1,812.50
2055 JANITORIAL SERVICES	12,500.00	939.00	3,756.00	30.05%	8,744.00
2071 GENERAL INSURANCE	2,400.00	0.00	0.00	0.00%	2,400.00
2101 OFFICE EQUIP. MAINT.	3,000.00	0.00	0.00	0.00%	3,000.00
2115 FACILITIES PROJ ISF	1,500.00	0.00	0.00	0.00%	1,500.00
2116 OTHER MAINTENANCE ISF	1,500.00	0.00	0.00	0.00%	1,500.00
2131 MEMBERSHIPS	1,000.00	0.00	0.00	0.00%	1,000.00
2159 MISCELLANEOUS EXPENSE	5,000.00	0.00	0.00	0.00%	5,000.00
2161 OFFICE SUPPLIES	7,000.00	147.87	315.40	4.51%	6,684.60
2164 POSTAGE	7,600.00	2,396.20	2,396.20	31.53%	5,203.80
2166 PRINTING	500.00	0.00	0.00	0.00%	500.00
2167 COPYING SUPPLIES	800.00	0.00	0.00	0.00%	800.00
2168 CENTRAL STORES	300.00	0.00	0.00	0.00%	300.00
2179 MISC. OFFICE EXPENSES	5,000.00	0.00	703.00	14.06%	4,297.00
2199 PROF. SERVICES (NON ISF)	4,500.00	95.00	1,369.50	30.43%	3,130.50
2202 COMP. SERVICES ISD	500.00	0.00	0.00	0.00%	500.00
2206 COUNTY SPECIAL SERVICES	3,000.00	0.00	0.00	0.00%	3,000.00
2261 COMPUTER EQUIPMENT	5,000.00	270.00	589.17	11.78%	4,410.83
2262 FURNITURE	2,000.00	0.00	0.00	0.00%	2,000.00
2264 MINOR EQUIPMENT	2,000.00	0.00	0.00	0.00%	2,000.00
2271A BOOKS & PUBLICATIONS	206,000.00	82,361.50	92,007.91	44.66%	113,992.09
2271B AUDIO/VIDEO PROGRAMS	1,200.00	0.00	0.00	0.00%	1,200.00
2271C ELECTRONIC SUBS.	43,000.00	3,024.00	12,096.00	28.13%	30,904.00
2273 CONFERENCE/SEMINARS	200.00	0.00	0.00	0.00%	200.00
2291 MILEAGE	300.00	0.00	0.00	0.00%	300.00
2292 AIR TRAVEL	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>500.00</u>
TOTAL	323,300.00	89,473.96	114,420.56	35.39%	208,879.44

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 4 (33.34%) OCT 1 TO OCT 31, 2021

	<u>APPRO.</u>	<u>CUR.PERIOD</u>	<u>F/Y TO DATE</u>	<u>PERCENT</u>	<u>BALANCE</u>	
FIXED ASSETS						
4111 BUILDING IMP/ALTER	2,500.00	0.00	0.00	0.00%	2,500.00	
4601 EQUIP REPLACEMENT	20,000.00	0.00	0.00	0.00%	20,000.00	
TOTAL	22,500.00	0.00	0.00	0.00%	22,500.00	
 TOTAL EXPENDITURES	 680,800.00	 107,699.17	 217,878.16	 32.00%	 462,921.84	 (107,699.17)
6101 CONTINGENCY FUND	100,000.00	0.00	0.00	0.00%	100,000.00	
 CASH ON DEPOSIT WITH THE COUNTY TREASURER, Oct 31, 2021						1,436,893.84
LIABILITIES						
6101 CONTINGENCY FUNDS						(100,000.00)
4400 DEPOSIT BORROWERS						(3,800.00)
 LONG TERM LIABILITIES						
Net OPEB						(255,793.00)
Est Unfunded Actuarial Pension						(490,454.00)
 CalPERS CERBT Post Retirement Fund						
Total in Fund Oct. 1, 2021	157,812.41					
Market Increase/Decrease	4,711.45					
Total in Fund Oct. 31, 2021	162,523.86					162,523.86
 Wells Fargo Account						
Cash on deposit Oct. 01, 2021	48,010.01					
Withdrawals	18,708.55					
Deposits	18,708.84					
Balance Oct. 31, 2021	48,010.30					48,010.30
 CASH BALANCE, Oct. 31, 2021						797,381.00

**FUND 0201 - UNEMPLOYMENT INSURANCE RESERVE FUND**

CASH ON DEPOSIT WITH COUNTY TREASURER, Oct. 1, 2021					59,772.40
	<u>CUR. PERIOD</u>	<u>F/Y TO DATE</u>			
INCOME					
7990A DEPOSITS	0.00	0.00			
7990B INTEREST	0.00	0.00			
EXPENDITURES					
7990C CLAIMS	0.00	0.00			
CASH ON DEPOSIT WITH THE TREASURER, Oct. 31, 2021					59,772.40

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 5 (41.66%) NOV 1 TO NOV 30, 2021

**FUND 0200 - GENERAL TRUST FUND**

CASH ON DEPOSIT WITH THE COUNTY TREASURER, Nov. 1, 2021

1,436,893.84

<u>4400 - DEPOSIT BORROWERS</u>	<u>CUR. PERIOD</u>	<u>BALANCE</u>		
Balance Nov. 1, 2021		3,800.00		
Deposited	0.00			
Withdrawn	200.00			
Balance Nov. 30, 2021		3,600.00	Net	(200.00)

<u>REVENUE</u>	<u>ESTIMATE</u>	<u>CUR. PERIOD</u>	<u>FY TO DATE</u>	<u>PERCENT</u>	
8911A INTEREST, FUND 0200	5,000.00	0.00	886.81	17.74%	
8911B INTEREST, FUND 0201	0.00	0.00	0.00	0.00%	
9252 STATE OTHER	0.00	0.00	291,068.77	0.00%	
9681A OVERDUES	1,000.00	90.00	260.00	26.00%	
9681C INTERLIBRARY LOANS	0.00	0.00	0.00	0.00%	
9521 COURT FEES	520,000.00	42,363.51	221,451.98	42.59%	
9721 COPY MACHINES	1,000.00	92.00	664.20	66.42%	
9790A MISC INCOME	0.00	200.00	246.94	0.00%	
9790B SALE OF BOOKS/EQUIP	0.00	0.00	414.00	0.00%	
9790C SALE OF SUPPLIES	0.00	0.00	20.00	0.00%	
9790D SALES TAX	<u>0.00</u>	<u>0.00</u>	<u>33.66</u>	<u>0.00%</u>	
TOTAL REVENUE	527,000.00	42,745.51	515,046.36	97.73%	42,745.51

<u>EXPENDITURES</u>	<u>APPRO</u>	<u>CUR. PERIOD</u>	<u>FY TO DATE</u>	<u>PERCENT</u>	<u>BALANCE</u>
SALARIES AND BENEFITS					
1101 FULL-TIME	190,000.00	12,346.10	55,862.50	29.40%	134,137.50
1102 PART-TIME	37,500.00	1,352.00	7,776.00	20.74%	29,724.00
1121 RETIREMENT	53,000.00	937.08	41,135.01	77.61%	11,864.99
1122 SOCIAL SECURITY	2,500.00	83.82	482.12	19.28%	2,017.88
1123 MEDICARE	3,300.00	194.54	902.51	27.35%	2,397.49
1141A GROUP INSURANCE-EMP	15,500.00	822.75	4,113.75	26.54%	11,386.25
1141B GROUP INSURANCE-RET	31,000.00	2,230.50	11,152.50	35.98%	19,847.50
1143 UNEMPLOYMENT	0.00	0.00	0.00	0.00%	0.00
1165 WORKERS COMPENSATION	<u>2,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>2,200.00</u>
TOTAL	335,000.00	17,966.79	121,424.39	36.25%	213,575.61

SERVICES & SUPPLIES					
2031 TELEPHONE	4,000.00	124.97	624.85	15.62%	3,375.15
2032 COUNTY TELECOM.	500.00	0.00	0.00	0.00%	500.00
2054 JANITORIAL SUPPLIES	2,500.00	0.00	687.50	27.50%	1,812.50
2055 JANITORIAL SERVICES	12,500.00	939.00	4,695.00	37.56%	7,805.00
2071 GENERAL INSURANCE	2,400.00	0.00	0.00	0.00%	2,400.00
2101 OFFICE EQUIP. MAINT.	3,000.00	0.00	0.00	0.00%	3,000.00
2115 FACILITIES PROJ ISF	1,500.00	0.00	0.00	0.00%	1,500.00
2116 OTHER MAINTENANCE ISF	1,500.00	0.00	0.00	0.00%	1,500.00
2131 MEMBERSHIPS	1,000.00	0.00	0.00	0.00%	1,000.00
2159 MISCELLANEOUS EXPENSE	5,000.00	0.00	0.00	0.00%	5,000.00
2161 OFFICE SUPPLIES	7,000.00	3,672.00	3,987.40	56.96%	3,012.60
2164 POSTAGE	7,600.00	599.05	2,995.25	39.41%	4,604.75
2166 PRINTING	500.00	0.00	0.00	0.00%	500.00
2167 COPYING SUPPLIES	800.00	0.00	0.00	0.00%	800.00
2168 CENTRAL STORES	300.00	0.00	0.00	0.00%	300.00
2179 MISC. OFFICE EXPENSES	5,000.00	0.00	703.00	14.06%	4,297.00
2199 PROF. SERVICES (NON ISF)	4,500.00	95.00	1,464.50	32.54%	3,035.50
2202 COMP. SERVICES ISD	500.00	0.00	0.00	0.00%	500.00
2206 COUNTY SPECIAL SERVICES	3,000.00	0.00	0.00	0.00%	3,000.00
2261 COMPUTER EQUIPMENT	5,000.00	0.00	589.17	11.78%	4,410.83
2262 FURNITURE	2,000.00	0.00	0.00	0.00%	2,000.00
2264 MINOR EQUIPMENT	2,000.00	0.00	0.00	0.00%	2,000.00
2271A BOOKS & PUBLICATIONS	206,000.00	6,027.51	98,035.42	47.59%	107,964.58
2271B AUDIO/VIDEO PROGRAMS	1,200.00	0.00	0.00	0.00%	1,200.00
2271C ELECTRONIC SUBS.	43,000.00	3,024.00	15,120.00	35.16%	27,880.00
2273 CONFERENCE/SEMINARS	200.00	0.00	0.00	0.00%	200.00
2291 MILEAGE	300.00	0.00	0.00	0.00%	300.00
2292 AIR TRAVEL	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>500.00</u>
TOTAL	323,300.00	14,481.53	128,902.09	39.87%	194,397.91

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 5 (41.66%) NOV 1 TO NOV 30, 2021

FIXED ASSETS	<u>APPRO.</u>	<u>CUR.PERIOD</u>	<u>F/Y TO DATE</u>	<u>PERCENT</u>	<u>BALANCE</u>	
4111 BUILDING IMP/ALTER	2,500.00	0.00	0.00	0.00%	2,500.00	
4601 EQUIP REPLACEMENT	<u>20,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>20,000.00</u>	
TOTAL	22,500.00	0.00	0.00	0.00%	22,500.00	
 TOTAL EXPENDITURES	 680,800.00	 32,448.32	 250,326.48	 36.77%	 430,473.52	 (32,448.32)
6101 CONTINGENCY FUND	100,000.00	0.00	0.00	0.00%	100,000.00	
 CASH ON DEPOSIT WITH THE COUNTY TREASURER, Nov 30, 2021						1,446,991.03
LIABILITIES						
6101 CONTINGENCY FUNDS						(100,000.00)
4400 DEPOSIT BORROWERS						(3,600.00)
 LONG TERM LIABILITIES						
Net OPEB						(255,793.00)
Est Unfunded Actuarial Pension						(490,454.00)
 CalPERS CERBT Post Retirement Fund						
Total in Fund Nov. 01, 2021	162,523.86					
Market Increase/Decrease	(2,126.29)					
Total in Fund Nov. 30, 2021	160,397.57					160,397.57
 Wells Fargo Account						
Cash on deposit Nov. 01, 2021	48,010.30					
Withdrawals	21,733.67					
Deposits	18,187.94					
Balance Nov. 30, 2021	44,464.57					44,464.57
 CASH BALANCE, Nov. 30, 2021						802,006.17

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**FUND 0201 - UNEMPLOYMENT INSURANCE RESERVE FUND**

CASH ON DEPOSIT WITH COUNTY TREASURER, Nov. 1, 2021					59,772.40
	<u>CUR. PERIOD</u>	<u>F/Y TO DATE</u>			
INCOME					
7990A DEPOSITS	0.00	0.00			
7990B INTEREST	0.00	0.00			
EXPENDITURES					
7990C CLAIMS	0.00	0.00			
 CASH ON DEPOSIT WITH THE TREASURER, Nov. 30, 2021					59,772.40

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 6 (50.00%) DEC 1 TO DEC 31, 2021

**FUND 0200 - GENERAL TRUST FUND**

CASH ON DEPOSIT WITH THE COUNTY TREASURER, Dec. 1, 2021

1,446,991.03

<u>4400 - DEPOSIT BORROWERS</u>	<u>CUR. PERIOD</u>	<u>BALANCE</u>		
Balance Dec. 1, 2021		3,600.00		
Deposited	0.00	0.00		
Withdrawn	0.00	0.00		
Balance Dec. 31, 2021		3,600.00	Net	0.00

<u>REVENUE</u>	<u>ESTIMATE</u>	<u>CUR. PERIOD</u>	<u>FY TO DATE</u>	<u>PERCENT</u>	
8911A INTEREST, FUND 0200	5,000.00	0.00	886.81	17.74%	
8911B INTEREST, FUND 0201	0.00	0.00	0.00	0.00%	
9252 STATE OTHER	0.00	0.00	291,068.77	100.00%	
9681A OVERDUES	1,000.00	0.00	260.00	26.00%	
9681C INTERLIBRARY LOANS	0.00	0.00	0.00	0.00%	
9521 COURT FEES	520,000.00	43,465.42	264,917.40	50.95%	
9721 COPY MACHINES	1,000.00	93.30	757.50	75.75%	
9790A MISC INCOME	0.00	0.00	246.94	100.00%	
9790B SALE OF BOOKS/EQUIP	0.00	0.00	414.00	100.00%	
9790C SALE OF SUPPLIES	0.00	0.00	20.00	100.00%	
9790D SALES TAX	<u>0.00</u>	<u>0.00</u>	<u>33.66</u>	<u>100.00%</u>	
TOTAL REVENUE	527,000.00	43,558.72	558,605.08	106.00%	43,558.72

<u>EXPENDITURES</u>	<u>APPRO</u>	<u>CUR. PERIOD</u>	<u>FY TO DATE</u>	<u>PERCENT</u>	<u>BALANCE</u>
SALARIES AND BENEFITS					
1101 FULL-TIME	190,000.00	19,931.76	75,794.26	39.89%	114,205.74
1102 PART-TIME	37,500.00	1,600.00	9,376.00	25.00%	28,124.00
1121 RETIREMENT	53,000.00	1,122.43	42,257.44	79.73%	10,742.56
1122 SOCIAL SECURITY	2,500.00	99.20	581.32	23.25%	1,918.68
1123 MEDICARE	3,300.00	309.83	1,212.34	36.74%	2,087.66
1141A GROUP INSURANCE-EMP	15,500.00	411.44	4,525.19	29.19%	10,974.81
1141B GROUP INSURANCE-RET	31,000.00	2,297.37	13,449.87	43.39%	17,550.13
1143 UNEMPLOYMENT	0.00	0.00	0.00	0.00%	0.00
1165 WORKERS COMPENSATION	<u>2,200.00</u>	<u>1,951.00</u>	<u>1,951.00</u>	<u>88.68%</u>	<u>249.00</u>
TOTAL	335,000.00	27,723.03	149,147.42	44.52%	185,852.58

SERVICES & SUPPLIES					
2031 TELEPHONE	4,000.00	124.97	749.82	18.75%	3,250.18
2032 COUNTY TELECOM.	500.00	0.00	0.00	0.00%	500.00
2054 JANITORIAL SUPPLIES	2,500.00	0.00	687.50	27.50%	1,812.50
2055 JANITORIAL SERVICES	12,500.00	939.00	5,634.00	45.07%	6,866.00
2071 GENERAL INSURANCE	2,400.00	1,109.50	1,109.50	46.23%	1,290.50
2101 OFFICE EQUIP. MAINT.	3,000.00	0.00	0.00	0.00%	3,000.00
2115 FACILITIES PROJ ISF	1,500.00	0.00	0.00	0.00%	1,500.00
2116 OTHER MAINTENANCE ISF	1,500.00	0.00	0.00	0.00%	1,500.00
2131 MEMBERSHIPS	1,000.00	0.00	0.00	0.00%	1,000.00
2159 MISCELLANEOUS EXPENSE	5,000.00	0.00	0.00	0.00%	5,000.00
2161 OFFICE SUPPLIES	7,000.00	0.00	3,987.40	56.96%	3,012.60
2164 POSTAGE	7,600.00	599.05	3,594.30	47.29%	4,005.70
2166 PRINTING	500.00	0.00	0.00	0.00%	500.00
2167 COPYING SUPPLIES	800.00	0.00	0.00	0.00%	800.00
2168 CENTRAL STORES	300.00	0.00	0.00	0.00%	300.00
2179 MISC. OFFICE EXPENSES	5,000.00	0.00	703.00	14.06%	4,297.00
2199 PROF. SERVICES (NON ISF)	4,500.00	139.00	1,603.50	35.63%	500.00
2202 COMP. SERVICES ISD	500.00	0.00	0.00	0.00%	500.00
2206 COUNTY SPECIAL SERVICES	3,000.00	324.00	324.00	10.80%	2,676.00
2261 COMPUTER EQUIPMENT	5,000.00	0.00	589.17	11.78%	4,410.83
2262 FURNITURE	2,000.00	0.00	0.00	0.00%	2,000.00
2264 MINOR EQUIPMENT	2,000.00	0.00	0.00	0.00%	2,000.00
2271A BOOKS & PUBLICATIONS	206,000.00	6,496.47	104,531.89	50.74%	101,468.11
2271B AUDIO/VIDEO PROGRAMS	1,200.00	0.00	0.00	0.00%	1,200.00
2271C ELECTRONIC SUBS.	43,000.00	3,024.00	18,144.00	42.20%	24,856.00
2273 CONFERENCE/SEMINARS	200.00	0.00	0.00	0.00%	200.00
2291 MILEAGE	300.00	0.00	0.00	0.00%	300.00
2292 AIR TRAVEL	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>500.00</u>
TOTAL	323,300.00	12,755.99	141,658.08	43.82%	181,641.92

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 6 (50.00%) DEC 1 TO DEC 31, 2021

	<u>APPRO.</u>	<u>CUR.PERIOD</u>	<u>F/Y TO DATE</u>	<u>PERCENT</u>	<u>BALANCE</u>	
FIXED ASSETS						
4111 BUILDING IMP/ALTER	2,500.00	0.00	0.00	0.00%	2,500.00	
4601 EQUIP REPLACEMENT	<u>20,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>20,000.00</u>	
TOTAL	22,500.00	0.00	0.00	0.00%	22,500.00	
 TOTAL EXPENDITURES	 680,800.00	 40,479.02	 290,805.50	 42.72%	 389,994.50	 (40,479.02)
 6101 CONTINGENCY FUND	 100,000.00	 0.00	 0.00	 0.00%	 100,000.00	
 CASH ON DEPOSIT WITH THE COUNTY TREASURER, Dec 31, 2021						1,450,070.73
LIABILITIES						
6101 CONTINGENCY FUNDS						(100,000.00)
4400 DEPOSIT BORROWERS						(3,600.00)
 LONG TERM LIABILITIES						
Net OPEB						(255,793.00)
Est Unfunded Actuarial Pension						(490,454.00)
 CalPERS CERBT Post Retirement Fund						
Total in Fund Dec. 01, 2021	160,397.57					
Market Increase/Decrease	3,528.07					
Total in Fund Dec. 31, 2021	163,925.64					163,925.64
 Wells Fargo Account						
Cash on deposit Dec. 01, 2021	44,464.57					
Withdrawals	22,490.08					
Deposits	0.29					
Balance Dec. 31, 2021	21,974.78					21,974.78
 CASH BALANCE, Dec. 31, 2021						786,124.15

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**FUND 0201 - UNEMPLOYMENT INSURANCE RESERVE FUND**

CASH ON DEPOSIT WITH COUNTY TREASURER, Dec. 1, 2021 59,772.40

	<u>CUR. PERIOD</u>	<u>F/Y TO DATE</u>
INCOME		
7990A DEPOSITS	0.00	0.00
7990B INTEREST	0.00	0.00
 EXPENDITURES		
7990C CLAIMS	0.00	0.00

CASH ON DEPOSIT WITH THE TREASURER, Dec. 31, 2021 59,772.40

## Current Employee Manual Holiday Policy (last updated January 2020):

### 1.1 Holiday Policy

All full-time employees are eligible for holiday pay. Full-time employees will be credited with 8 hours of holiday pay per holiday. The Ventura County Law Library recognizes the following holidays as paid holidays:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Fourth of July
- Labor Day
- Indigenous People's Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Proposed 2022 closure dates to recognize aforementioned holidays:

- January 1, 2022 (NYD)
- January 17, 2022 (MLK Jr. Day)
- February 11, 2022 (Lincoln Birthday)
- February 21, 2022 (President's Day)
- March 31, 2022 (Cesar Chavez Day)
- May 30, 2022 (Memorial Day)
- July 4, 2022 (Independence Day)
- September 5, 2022 (Labor Day)
- October 10, 2022 (Indigenous People's Day)
- November 11, 2022 (Veterans Day)
- November 24, 2022 (Thanksgiving)
- November 25, 2022 (Day after Thanksgiving)
- December 23, 2022 (Christmas Eve)
- December 26, 2022 (Christmas Day)
- December 30, 2022 (NYE)

- + Inventory Day on Friday, June 24, 2022 (staff closes library & confirms inventory for end of fiscal year)

New Proposed Holiday:

- Juneteenth (June 19), to be observed June 20, 2022