



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  
Fax: (805) 642-7177

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 January 19, 2022.**

A telephonic meeting was held on Wednesday, January 19, 2022 at 12:15 p.m. Present were board members Ms. Rodriguez, Judge Wright, Ms. Bautista, Mr. Campbell, and Ms. North, as well as Secretary Katie Drow. Mr. Woodward was not present. The meeting was called to order at 12:16 p.m.

Item 1, after discussion and on motion duly seconded, it was resolved that due to the state of emergency as declared by the Governor and the continued recommendation of local officials to social distance, remote teleconference meetings of the Board of Trustees will continue for a 30-Day Period.

Item 2, there was no public comment.

Item 3, the director updated the board on communications with the Legal Aid Clinic and recommended that in-person appointments not take place. This item will be placed on each agenda as an ongoing discussion item.

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

Item 4, the minutes sheet of the regular meeting held November 17, 2021, was approved;

Item 5, the financial statement for AP 3, was approved;

Item 6, the financial statement for AP 4, was approved;

Item 7, the financial statement for AP 5, was approved;

Item 8, the financial statement for AP 6, was approved;

Item 9, the election of new officers for 2022, was continued for the next board meeting;

Item 10, the holiday/staff closures for 2022, was approved.

Item 11, the director updated the board on the newest curbside only services in response to the omicron variant. The Law Library is offering services comparable to the Ventura County Library system, and the Library will not expand services until it may safely do so. The board



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  
Fax: (805) 642-7177

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.

was informed that the staff will continue to follow all state and county guidelines moving forward in order to put everyone's health and safety first.

The closed session began at 12:47 pm to evaluate Library Director Katie Drow.

The open session resumed at 1:12 pm.

Item 12, after discussion and on motion duly seconded, it was resolved that the increase to the director's salary was approved by 10% to begin retroactively on January 1, 2022.

Item 13, there were no board comments.

The next telephonic meeting is tentatively set for Wednesday, February 16, 2022, at 12:15. There being no further business, the meeting was adjourned at 1:23 p.m.

Katie Drow  
Secretary

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 7 (58.33%) JAN 1 TO JAN 31, 2022

**FUND 0200 - GENERAL TRUST FUND**

CASH ON DEPOSIT WITH THE COUNTY TREASURER, Jan. 1, 2022

1,450,070.73

<u>4400 - DEPOSIT BORROWERS</u>	<u>CUR. PERIOD</u>	<u>BALANCE</u>		
Balance Jan. 1, 2022		3,600.00		
Deposited	0.00			
Withdrawn	0.00			
Balance Jan. 31, 2022		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	957.32	1,844.13	36.88%	
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	43,086.51	308,003.91	59.23%	
9721 COPY MACHINES	1,000.00	0.00	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	44,043.83	602,648.91	114.35%	44,043.83

<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	12,645.93	88,440.19	46.55%	101,559.81
1102 PART-TIME	37,500.00	1,088.00	10,464.00	27.90%	27,036.00
1121 RETIREMENT	53,000.00	959.82	43,217.26	81.54%	9,782.74
1122 SOCIAL SECURITY	2,500.00	67.46	648.78	25.95%	1,851.22
1123 MEDICARE	3,300.00	192.36	1,404.70	42.57%	1,895.30
1141A GROUP INSURANCE-EMP	15,500.00	1,537.42	6,062.61	39.11%	9,437.39
1141B GROUP INSURANCE-RET	31,000.00	2,297.37	15,747.24	50.80%	15,252.76
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>1,951.00</u>	<u>88.68%</u>	<u>249.00</u>
TOTAL	335,000.00	18,788.36	167,935.78	50.13%	167,064.22

SERVICES & SUPPLIES					
2031 TELEPHONE	4,000.00	124.97	874.79	21.87%	3,125.21
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	6,573.00	52.58%	5,927.00
2071 GENERAL INSURANCE	2,400.00	0.00	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	4,193.35	55.18%	3,406.65
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	193.50	1,797.00	39.93%	500.00
2202 COMP. SERVICES ISD	500.00	0.00	0.00	0.00%	500.00
2206 COUNTY SPECIAL SERVICES	3,000.00	0.00	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	2,043.56	106,575.45	51.74%	99,424.55
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	21,168.00	49.23%	21,832.00
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	6,924.08	148,582.16	45.96%	174,717.84

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 7 (58.33%) JAN 1 TO JAN 31, 2022

	<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	 25,712.44	 316,517.94	 46.49%	 364,282.06	 (25,712.44)
6101 CONTINGENCY FUND	100,000.00	0.00	0.00	0.00%	100,000.00	
 CASH ON DEPOSIT WITH THE COUNTY TREASURER, Jan. 31, 2022						1,468,402.12
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 Jan. 01, 2022	163,925.64					
Market Increase/Decrease	(5,822.17)					
Total in Fund Jan. 31, 2022	158,103.47					158,103.47
 Wells Fargo Account						
Cash on deposit Jan. 01, 2022	21,974.78					
Withdrawals	19,106.91					
Deposits	45,143.17					
Balance Jan. 31, 2022	48,011.04					48,011.04
 CASH BALANCE, Jan. 31, 2022						824,669.63

---

**FUND 0201 - UNEMPLOYMENT INSURANCE RESERVE FUND**

CASH ON DEPOSIT WITH COUNTY TREASURER, Jan. 1, 2022					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, Jan. 31, 2022					59,772.40





## LEGAL ADVICE CLINIC

---

**STARTING APRIL 2022**

**1<sup>ST</sup> AND 3<sup>RD</sup> TUESDAY OF THE MONTH FROM 4-7PM  
APPOINTMENT ONLY**

**LOCATION: VENTURA COUNTY LAW LIBRARY  
800 S. VICTORIA AVE., VENTURA CA 93022**

---

Talk to a lawyer for FREE!

Areas: Family Law, Social Security Income, and/or Civil case assessment and counseling.

Volunteer attorneys provide confidential legal information and referrals on a wide variety of legal matters. Please note that our services are intended to be a brief consultation. We cannot provide legal representation for any ongoing legal issues

Please scan the QR Code below to fill-out your intake and schedule your appointment.



If you have any questions please contact: [maritza@vclegalaid.org](mailto:maritza@vclegalaid.org)