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

BOARD OF TRUSTEES  
Vincente E. Woodward, Esq.  
PRESIDENT

Claudia Bautista, Esq.  
VICE-PRESIDENT

Judge Ryan Wright  
Glenn Campbell, Esq.  
Tiffany North, Esq.  
Amber Rodriguez, Esq.

May 13, 2022

## NOTICE OF MEETING OF THE BOARD OF TRUSTEES OF THE VENTURA COUNTY LAW LIBRARY

A teleconference meeting of the Board of Trustees of the Ventura County Law Library is scheduled for Wednesday, May 18, 2022, at 12:15 p.m. In accordance with Government Code Section 54953(e)(1)(A) and in response to the declared state and local emergencies due to the novel coronavirus and local health officer recommendation regarding social distancing, the Ventura County Law Library Board of Trustees is holding meetings electronically which are accessible below. If you would like to provide a written comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the Monday prior to the Board meeting. Please submit your comment to the Secretary to the Board at [katied@vencolawlib.org](mailto:katied@vencolawlib.org). Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 4). Your email will be read by the Board of Trustees and placed into the item's record at the Board meeting. Alternatively, you may provide verbal comments via Zoom teleconference with Meeting ID 968 2145 2979 with Security Passcode cS79hY.

### A G E N D A

1. Consider authorizing remote teleconference meetings of the Board of Trustees for a 30-Day Period pursuant to the Ralph M. Brown Act and make required findings under Government Code section 54953, subdivision (e)(3).
2. Time for public comment.
3. Approve the minutes of the regular meeting held April 20, 2022. (Ex. 3)
4. Approve the financial statement for Accounting Period ("AP") 10. (Ex. 4)
5. Discuss, approve VCLL as a Passport Services Facility. (Ex. 5)
6. Discuss, approve the 2022-2023 Law Library Budget. (Ex. 6)
7. Director's Report.

### **MEET IN CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Government Code § 54956.9):**

1. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9: Number of cases: One

### **RESUME OPEN SESSION MEETING**

8. Board comments.

9. ADJOURN

**IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE LAW LIBRARY STAFF AT 642-8982. REASONABLE ADVANCE NOTIFICATION OF THE NEED FOR ACCOMMODATION PRIOR TO THE MEETING WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.**



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## **MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE VENTURA COUNTY LAW LIBRARY HELD April 20, 2022.**

A teleconference meeting was held on Wednesday, April 20, 2022 at 12:15 p.m. Present were board members Judge Wright, Ms. Bautista, Mr. Campbell, and Ms. North, as well as Secretary Katie Drow. Ms. Rodriguez and Mr. Woodward were not present. The meeting was called to order at 12:15 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, which directly impact the ability of the board to meet safely in person, remote teleconference meetings of the Board of Trustees will continue for a 30-Day Period.

Item 2, there was no public comment.

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

Item 3, the minutes sheet of the regular meeting held March 16, 2022, was approved;

Item 4, the financial statement for AP 9, was approved;

Item 5, the 2022-2023 Law Library Budget discussion will be continued until the next Board meeting;

Item 6, the director updated the board on the reopening of the Legal Aid Clinic as well as covid restrictions. These topics will be continued as a discussion only item in the future so the board may hear of the Clinic's & Law Library's progress.

The closed session began at 12:26 pm to discuss anticipated litigation with legal counsel.

The open session resumed at 12:32 pm.

Nothing reportable out of closed session today.

There were no board comments.

The next teleconference meeting is tentatively set for Wednesday, May 18, 2022, at 12:15. There being no further business, the meeting was adjourned at 12:33 p.m.

Katie Drow  
Secretary

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 10 (83.33%) APR 1 TO APR 30, 2022

**FUND 0200 - GENERAL TRUST FUND**

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

1,475,159.48

<u>4400 - DEPOSIT BORROWERS</u>	<u>CUR. PERIOD</u>	<u>BALANCE</u>		
Balance Apr. 1, 2022		3,600.00		
Deposited	0.00			
Withdrawn	0.00			
Balance Apr. 30, 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	1,214.16	3,058.29	61.17%	
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	340.00	34.00%	
9681C INTERLIBRARY LOANS	0.00	0.00	0.00	0.00%	
9521 COURT FEES	520,000.00	37,184.06	413,349.27	79.49%	
9721 COPY MACHINES	1,000.00	206.10	1,154.05	115.41%	
9790A MISC INCOME	0.00	100.00	346.94	100.00%	
9790B SALE OF BOOKS/EQUIP	0.00	0.00	484.00	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>39.09</u>	<u>100.00%</u>	
TOTAL REVENUE	527,000.00	38,704.32	709,860.41	134.70%	38,704.32

<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	12,715.28	126,722.95	66.70%	63,277.05
1102 PART-TIME	37,500.00	2,320.00	16,320.00	43.52%	21,180.00
1121 RETIREMENT	53,000.00	965.09	46,122.91	87.02%	6,877.09
1122 SOCIAL SECURITY	2,500.00	143.84	1,011.84	40.47%	1,488.16
1123 MEDICARE	3,300.00	211.22	2,024.33	61.34%	1,275.67
1141A GROUP INSURANCE-EMP	15,500.00	823.21	8,532.24	55.05%	6,967.76
1141B GROUP INSURANCE-RET	31,000.00	2,297.37	22,639.35	73.03%	8,360.65
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	19,476.01	225,324.62	67.26%	109,675.38

SERVICES & SUPPLIES					
2031 TELEPHONE	4,000.00	129.97	1,259.70	31.49%	2,740.30
2032 COUNTY TELECOM.	500.00	0.00	0.00	0.00%	500.00
2054 JANITORIAL SUPPLIES	2,500.00	0.00	805.92	32.24%	1,694.08
2055 JANITORIAL SERVICES	12,500.00	939.00	9,390.00	75.12%	3,110.00
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	720.00	72.00%	280.00
2159 MISCELLANEOUS EXPENSE	5,000.00	0.00	0.00	0.00%	5,000.00
2161 OFFICE SUPPLIES	7,000.00	0.00	4,008.86	57.27%	2,991.14
2164 POSTAGE	7,600.00	599.05	6,116.43	80.48%	1,483.57
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	109.00	2,096.00	46.58%	2,404.00
2202 COMP. SERVICES ISD	500.00	0.00	0.00	0.00%	500.00
2206 COUNTY SPECIAL SERVICES	3,000.00	54.00	565.00	18.83%	2,435.00
2261 COMPUTER EQUIPMENT	5,000.00	0.00	1,088.67	21.77%	3,911.33
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	3,142.57	122,313.66	59.38%	83,686.34
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	30,240.00	70.33%	12,760.00
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>
	323,300.00	7,997.59	180,416.74	55.80%	142,883.26



VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 10 (83.33%) APR 1 TO APR 30, 2022

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	27,473.60	405,741.36	59.60%	275,058.64	(27,473.60)
 6101 CONTINGENCY FUND	100,000.00	0.00	0.00	0.00%	100,000.00	
 CASH ON DEPOSIT WITH THE COUNTY TREASURER, Apr. 30, 2022						1,486,390.20
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 Apr. 01, 2022	156,085.87					
Market Increase/Decrease	(9,796.01)					
Total in Fund Apr. 30, 2022	146,289.86					146,289.86
 Wells Fargo Account						
Cash on deposit Apr. 01, 2022	48,011.54					
Withdrawals	19,715.06					
Deposits	19,715.34					
Balance Apr. 30, 2022	48,011.82					48,011.82
 CASH BALANCE, Apr. 30, 2022						830,844.88
<b>FUND 0201 - UNEMPLOYMENT INSURANCE RESERVE FUND</b>						

CASH ON DEPOSIT WITH COUNTY TREASURER, Apr. 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, Apr. 30, 2022						59,772.40

Passport Acceptance Facilities

Law Library	Pre Covid Monthly	Pre Covid Annually	Post Covid Monthly	Post Covid Annually
Sacramento	X	\$70,000	\$10,000+	X
San Joaquin	X	X	\$2,000+	X
Sonoma	X	X	X	\$34,500 (net)
Alameda	\$1,500	X	X	X
Merced	X	X	\$3,100+	X