



KATIE DROW
Director and Secretary to the Board of
Trustees
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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.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE VENTURA COUNTY LAW LIBRARY HELD SEPTEMBER 21, 2022.

A special teleconference meeting was held on Wednesday, September 21, 2022 at 12:15 p.m. Present were board members Ms. Bautista, Ms. Rodriguez, Mr. Woodward, Mr. Campbell, Ms. North and Judge Wright as well as Secretary Katie Drow. 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 Lexis Digital Library, was approved;

Item 4, the minutes sheet of the special meeting held August 25, 2022, was approved as amended;

Item 5, the Annual Financial Statement, was approved;

Item 6, the Annual Report, 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 proposed front entrance, was approved pending receipt of a building plan; while moving forward, the director shall provide updates on the progress of the project.

Item 10, the director updated the board on COVID-19 precautions being taken by the staff as well as the removal of the mask mandate. The Law Library's response to the COVID-19 pandemic shall be kept on the agenda as a discussion item.



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Item 11, during board comments, Mr. Woodward commented on the economy and current events; Ms. Rodriguez inquired about the educational incentive and asked that our library users' deposit policy be reevaluated considering our new Lexis Digital Library platform launch; Mr. Campbell expressed a desire to flesh out the methods used to tally library users.

The next teleconference meeting is tentatively set for Wednesday, October 19, 2022, at 12:15. There being no further business, the regular meeting was adjourned in honor of Carmen Ramirez at 1:10 p.m.

Katie Drow
Secretary

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 3 (25.00%) SEP 1 TO SEP 30, 2022

FUND 0200 - GENERAL TRUST FUND

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

1,502,972.29

| <u>4400 - DEPOSIT BORROWERS</u> | <u>CUR. PERIOD</u> | <u>BALANCE</u> | | |
|---------------------------------|--------------------|----------------|-----|------|
| Balance Sep. 1, 2022 | | 3,600.00 | | |
| Deposited | 0.00 | | | |
| Withdrawn | 0.00 | | | |
| Balance Sep. 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 | 6,000.00 | 0.00 | 0.00 | 0.00% | |
| 8911B INTEREST, FUND 0201 | 0.00 | 0.00 | 0.00 | 0.00% | |
| 9252 STATE OTHER | 0.00 | 0.00 | 0.00 | 0.00% | |
| 9681A OVERDUES | 1,500.00 | 96.00 | 172.00 | 11.47% | |
| 9681C INTERLIBRARY LOANS | 0.00 | 0.00 | 0.00 | 0.00% | |
| 9521 COURT FEES | 550,000.00 | 41,890.70 | 146,108.74 | 26.57% | |
| 9721 COPY MACHINES | 1,500.00 | 181.50 | 1,004.40 | 66.96% | |
| 9790A MISC INCOME | 0.00 | 30.00 | 60.00 | 0.00% | |
| 9790B SALE OF BOOKS/EQUIP | 0.00 | 207.00 | 1,257.00 | 0.00% | |
| 9790C SALE OF SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00% | |
| 9790D SALES TAX | 0.00 | 16.04 | 97.45 | 0.00% | |
| 9790E PASSPORTS | 0.00 | 5,250.00 | 7,863.50 | 0.00% | |
| TOTAL REVENUE | 559,000.00 | 47,671.24 | 156,563.09 | 28.01% | 47,671.24 |

| <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 | 193,000.00 | 12,953.34 | 38,520.82 | 19.96% | 154,479.18 |
| 1102 PART-TIME | 37,500.00 | 2,304.00 | 5,936.00 | 15.83% | 31,564.00 |
| 1121 RETIREMENT | 59,000.00 | 967.60 | 45,291.48 | 76.77% | 13,708.52 |
| 1122 SOCIAL SECURITY | 2,500.00 | 142.85 | 368.03 | 14.72% | 2,131.97 |
| 1123 MEDICARE | 3,500.00 | 211.69 | 621.15 | 17.75% | 2,878.85 |
| 1141A GROUP INSURANCE-EMP | 15,500.00 | 646.50 | 2,295.06 | 14.81% | 13,204.94 |
| 1141B GROUP INSURANCE-RET | 31,000.00 | 2,299.20 | 6,897.60 | 22.25% | 24,102.40 |
| 1143 UNEMPLOYMENT | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 |
| 1165 WORKERS COMPENSATION | 1,600.00 | 0.00 | 0.00 | 0.00% | 1,600.00 |
| TOTAL | 343,600.00 | 19,525.18 | 99,930.14 | 29.08% | 243,669.86 |

| | | | | | |
|-------------------------------|------------|----------|-----------|--------|------------|
| SERVICES & SUPPLIES | | | | | |
| 2031 TELEPHONE | 4,000.00 | 149.97 | 449.91 | 11.25% | 3,550.09 |
| 2032 COUNTY TELECOM. | 500.00 | 0.00 | 0.00 | 0.00% | 500.00 |
| 2054 JANITORIAL SUPPLIES | 2,500.00 | 0.00 | 0.00 | 0.00% | 2,500.00 |
| 2055 JANITORIAL SERVICES | 12,500.00 | 939.00 | 2,817.00 | 22.54% | 9,683.00 |
| 2071 GENERAL INSURANCE | 7,200.00 | 0.00 | 0.00 | 0.00% | 7,200.00 |
| 2101 OFFICE EQUIP. MAINT. | 3,000.00 | 0.00 | 180.00 | 6.00% | 2,820.00 |
| 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 | 68.00 | 68.00 | 1.36% | 4,932.00 |
| 2161 OFFICE SUPPLIES | 7,500.00 | 384.31 | 384.31 | 5.12% | 7,115.69 |
| 2164 POSTAGE | 9,400.00 | 48.74 | 48.74 | 0.52% | 9,351.26 |
| 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 | 11.12 | 11.12 | 3.71% | 288.88 |
| 2179 MISC. OFFICE EXPENSES | 5,000.00 | 0.00 | 0.00 | 0.00% | 5,000.00 |
| 2199 PROF. SERVICES (NON ISF) | 5,000.00 | 102.00 | 2,806.00 | 56.12% | 2,194.00 |
| 2202 COMP. SERVICES ISF | 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 | 0.00 | 0.00% | 5,000.00 |
| 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 | 210,000.00 | 4,210.80 | 10,379.63 | 4.94% | 199,620.37 |
| 2271B AUDIO/VIDEO PROGRAMS | 1,200.00 | 0.00 | 0.00 | 0.00% | 1,200.00 |
| 2271C ELECTRONIC SUBS. | 55,000.00 | 3,024.00 | 9,072.00 | 16.49% | 45,928.00 |
| 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 | 500.00 | 0.00 | 0.00 | 0.00% | 500.00 |
| TOTAL | 346,900.00 | 8,937.94 | 26,216.71 | 7.56% | 320,683.29 |

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 3 (25.00%) SEP 1 TO SEP 30, 2022

| FIXED ASSETS | APPRO. | CUR.PERIOD | F/Y TO DATE | PERCENT | BALANCE | |
|---------------------------------------------------------|-------------|------------|-------------|---------|------------|--------------|
| 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 | 713,000.00 | 28,463.12 | 126,146.85 | 17.69% | 586,853.15 | (28,463.12) |
| 6101 CONTINGENCY FUND | 100,000.00 | 0.00 | 0.00 | 0.00% | 100,000.00 | |
| CASH ON DEPOSIT WITH THE COUNTY TREASURER, Sep 30, 2022 | | | | | | 1,522,180.41 |
| 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 Sep. 01, 2022 | 139,699.85 | | | | | |
| Market Increase/Decrease | (11,749.42) | | | | | |
| Total in Fund Sep. 30, 2022 | 127,950.43 | | | | | 127,950.43 |
| Wells Fargo Account | | | | | | |
| Cash on deposit Sep. 01, 2022 | 47,944.87 | | | | | |
| Withdrawals | 20,161.55 | | | | | |
| Deposits | 20,229.84 | | | | | |
| Balance Sep. 30, 2022 | 48,013.16 | | | | | 48,013.16 |
| CASH BALANCE, Sep. 30, 2022 | | | | | | 848,297.00 |

FUND 0201 - UNEMPLOYMENT INSURANCE RESERVE FUND

| | | | | | |
|-----------------------------------------------------|-------------|-------------|--|--|-----------|
| CASH ON DEPOSIT WITH COUNTY TREASURER, Sep. 1, 2022 | | | | | 59,772.40 |
| | CUR. PERIOD | F/Y TO DATE | | | |
| 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, 2022 | | | | | 59,772.40 |

VENTURA COUNTY LAW LIBRARY

BORROWING RULES

Books and materials may be borrowed from the Library in accordance with the following rules.

1. Persons who may borrow material are:

A. **Registered Borrower**. Any member in good standing of the State Bar of California, active or inactive, who resides or maintains an office in Ventura County.

B. **Authorized Borrower**. Any messenger service or person associated with a Registered Borrower, Judicial Borrower, Official Borrower or County Borrower in a law or government office in Ventura County, authorized by the Borrower to borrow material for the use of and upon the financial responsibility of the authorizing Borrower.

Such designation shall be made only for the convenience and use of the authorizing Borrower, and shall not be made for the object of giving borrowing privileges to those who otherwise do not qualify under these rules.

Signed requests for Authorized Borrowers must be made in writing to the Library by the authorizing Borrower.

The authorizing Borrower is responsible for notifying the Library when they no longer wish an Authorized Borrower to borrow for them. At that time the Authorized Borrower will be deleted from their patron record.

C. **Judicial Borrower**. Any judge of a court located in Ventura County.

D. **Official Borrower**. At the sole discretion of the Librarian and for the purpose of conducting government business, any official of the United States or of the State of California who resides in or maintains an office in Ventura County or any subordinate of these officials, who does work of a legal nature in the performance of official duties.

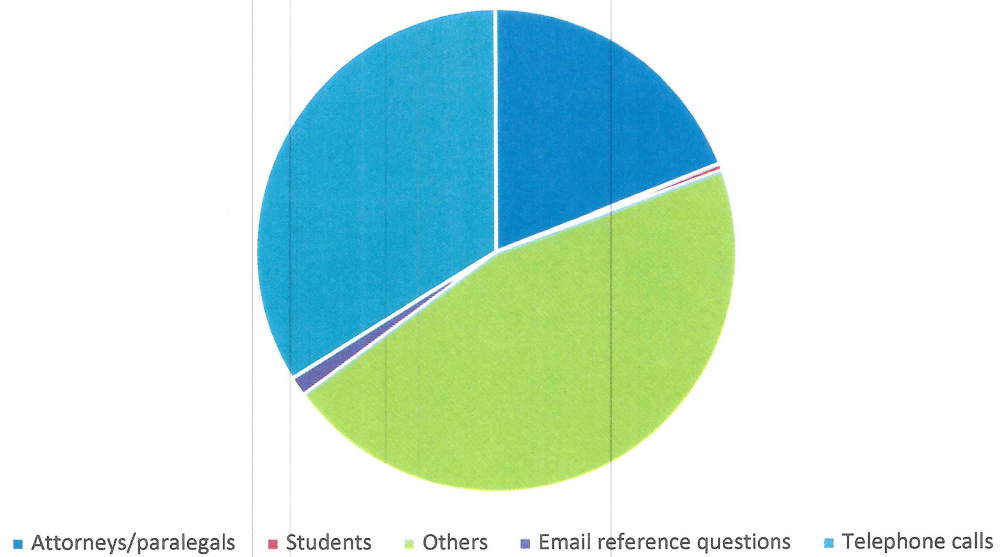
E. **County Borrower**. Any head of a non-attorney County department or agency who does work of a legal nature in performance of official duties may borrow material from the Library to be returned the next day.

All fines and charges incurred by County Borrowers or their subordinates who have been designated as Authorized Borrowers, shall be charged to the head of the department or agency.

F. **Temporary Borrower**. At the sole discretion of the Librarian, members in good standing of the State Bar of California who practice in other counties in the State of California may borrow material for overnight. They must be actively engaged in trial in Ventura County and register with Library personnel by showing their California State Bar cards, giving the name of the case and the name of the judge assigned and filing out a signature card.

G. **Deposit Borrower**. – Residents of Ventura County, residents of Westlake Village, Agoura, Agoura Hills and Malibu in Los Angeles County, and residents of Ellwood, Isla Vista, Goleta, Santa Barbara, Montecito, Summerland, and Carpinteria in Santa Barbara County who do not qualify as Borrowers under the other categories set forth above may borrow material pursuant to the following rules and additional rules for Deposit Borrowers.

2021-2022 Users



Data

| | |
|----------------------------|--------------|
| Attorneys/paralegals | 1,071 |
| Students | 22 |
| Others | 2,554 |
| E-mail Reference questions | 71 |
| <u>Telephone calls</u> | <u>1,902</u> |
| Total | 5,620 |

Ref Stats

Thursday, October 13, 2022

| | 8-9 | 9-10 | 10-11 | 11-12 | 12-1 | 1-2 | 2-3 | 3-4 | 4-5 | TOTALS |
|-------------------------------|-----|------|-------|-------|------|-----|-----|-----|-----|--------|
| ATTORNEYS | | | | | | | | | | 3 |
| PARALEGALS | | | | | | | | | | 2 |
| STUDENTS | | | | | | | | | | |
| COURT/ COUNTY EMPLOYEES | | | | | | | | | | 11 |
| CPA EMPLOYEES | | | | | | | | | | |
| PASSPORT SERVICES | | | | | | | | | | 12 |
| OTHERS | | | | | | | | | | 15 |

| | | | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|--|----|
| Reference Qs | | | | | | | | | | 21 |
| Direction Qs | | | | | | | | | | 4 |
| Telephone Qs | | | | | | | | | | 33 |

R = Ref Question (includes check in/out, any type of legal info help)

| | | | | | |
|-----------------|-----------|-----------|------|---------------|-------------|
| Self Help Books | Ref Books | Email Ref | Wifi | Books Shelves | Dissomaster |
| | | | | 22 | |



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October 19, 2022

RESOLUTION OF THE BOARD OF TRUSTEES
OF THE VENTURA COUNTY LAW LIBRARY
2022

WHEREAS, the library is committed to attracting and retaining employees who take the initiative to increase their job worth by gaining job-related knowledge, behaviors, and personal and professional skills through education; and,

WHEREAS, additional training, certifications, and degrees completed and earned by employees that are relevant to library services are beneficial to the library,

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the Ventura County Law Library that an educational incentive pay shall be added to the board approved salary schedule to be awarded to employees as follows:

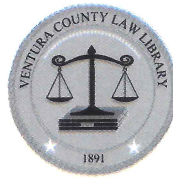
A 10% pay increase shall be awarded to full-time employees who can demonstrate through educational records that they have earned a bachelor's degree from a college accredited by an accreditation organization recognized by the U.S. Department of Education.

ADOPTED this 19th day of October, 2022.

VINCENTE WOODWARD, President

ATTEST:

KATIE DROW, Secretary



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VINCENTE WOODWARD, President

ATTEST:

KATIE DROW, Secretary