



KATIE DROW  
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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.

November 10, 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, November 16, 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 [katie@law805.com](mailto:katie@law805.com). 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: 846 2252 2077 and Passcode: WTBut7

### **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 October 19, 2022. (Ex. 3)
4. Approve the financial statement for Accounting Period ("AP") 4. (Ex. 4)
5. Discuss the Law Library's front entrance project. (Ex. 5)
6. Discuss the Law Library's borrowing rules. (Ex. 6)
7. Discuss the Law Library's response to the COVID-19 pandemic.
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 OCTOBER 19, 2022.**

A regular teleconference meeting was held on Wednesday, October 19, 2022 at 12:15 p.m. Present were board members Ms. Rodriguez, Mr. Woodward, Ms. North and Judge Wright as well as Secretary Katie Drow and member of the public Jane Meyer. 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, 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 September 21, 2022, was approved;

Item 4, the financial statement for AP 3, was approved;

Item 9, the Law Library's educational incentive, was approved as amended;

Item 5, the Law Library's financial history, was discussed at length by the previous director, Jane Meyer.

Item 6, the front entrance project, was tabled for more discussion after the Rough Order Magnitude "estimate" was presented to the board.

Item 7, the Law Library's borrowing rules, were discussed in light of the new remote access availability in the near future. Because the system is currently considered inequitable, a remote user fee option was discussed in addition to free access within the Law Library. The director was tasked with taking a survey of what other Law Libraries are implementing this new system. This topic will be brought back for more discussion.

Item 8, the library usage tally, was not discussed considering Glenn Campbell's absence. The director will reach out to him directly to inquire if he wants to include this topic for discussion once again.



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Item 10, the director updated the board on the COVID-19 precautions being taken by the staff. The Law Library's response to the COVID-19 pandemic shall be kept on the agenda as a discussion item due to the upcoming winter and possible fluctuations in the number of cases.

Item 11, during board comments, Mr. Woodward commented on world news.

The next teleconference meeting is tentatively set for Wednesday, November 16, 2022, at 12:15. There being no further business, the regular meeting was adjourned at 1:11 p.m.

Katie Drow  
Secretary



VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 4 (33.34%) OCT 1 TO OCT 31, 2022

**FUND 0200 - GENERAL TRUST FUND**

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

1,522,180.41

<u>4400 - DEPOSIT BORROWERS</u>	<u>CUR. PERIOD</u>	<u>BALANCE</u>		
Balance Oct. 1, 2022		3,600.00		
Deposited	0.00			
Withdrawn	0.00			
Balance Oct. 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	6,000.00	2,903.65	2,903.65	48.39%	
8911B INTEREST, FUND 0201	0.00	0.00	0.00	0.00%	
9252 STATE OTHER	0.00	373,976.14	373,976.14	100.00%	
9681A OVERDUES	1,500.00	32.00	204.00	13.60%	
9681C INTERLIBRARY LOANS	0.00	0.00	0.00	0.00%	
9521 COURT FEES	550,000.00	45,898.70	192,007.44	34.91%	
9721 COPY MACHINES	1,500.00	248.85	1,253.25	83.55%	
9790A MISC INCOME	0.00	0.00	60.00	100.00%	
9790B SALE OF BOOKS/EQUIP	0.00	93.00	1,350.00	100.00%	
9790C SALE OF SUPPLIES	0.00	0.00	0.00	100.00%	
9790D SALES TAX	0.00	7.21	104.66	100.00%	
9790E PASSPORTS	<u>0.00</u>	<u>6,803.50</u>	<u>14,667.00</u>	<u>100.00%</u>	
TOTAL REVENUE	559,000.00	429,963.05	586,526.14	104.92%	429,963.05

<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	13,131.12	51,651.94	26.76%	141,348.06
1102 PART-TIME	37,500.00	2,425.60	8,361.60	22.30%	29,138.40
1121 RETIREMENT	59,000.00	967.60	46,259.08	78.41%	12,740.92
1122 SOCIAL SECURITY	2,500.00	150.39	518.42	20.74%	1,981.58
1123 MEDICARE	3,500.00	218.61	839.76	23.99%	2,660.24
1141A GROUP INSURANCE-EMP	15,500.00	824.28	3,119.34	20.12%	12,380.66
1141B GROUP INSURANCE-RET	31,000.00	2,299.20	9,196.80	29.67%	21,803.20
1143 UNEMPLOYMENT	0.00	0.00	0.00	0.00%	0.00
1165 WORKERS COMPENSATION	<u>1,600.00</u>	<u>1,477.00</u>	<u>1,477.00</u>	<u>92.31%</u>	<u>123.00</u>
TOTAL	343,600.00	21,493.80	121,423.94	35.34%	222,176.06

SERVICES & SUPPLIES					
2031 TELEPHONE	4,000.00	323.62	773.53	19.34%	3,226.47
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	3,756.00	30.05%	8,744.00
2071 GENERAL INSURANCE	7,200.00	3,539.50	3,539.50	49.16%	3,660.50
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	167.53	167.53	11.17%	1,332.47
2131 MEMBERSHIPS	1,000.00	0.00	0.00	0.00%	1,000.00
2159 MISCELLANEOUS EXPENSE	5,000.00	0.00	68.00	1.36%	4,932.00
2161 OFFICE SUPPLIES	7,500.00	0.00	384.31	5.12%	7,115.69
2164 POSTAGE	9,400.00	111.74	160.48	1.71%	9,239.52
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	13.90	25.02	8.34%	274.98
2179 MISC. OFFICE EXPENSES	5,000.00	377.99	377.99	7.56%	4,622.01
2199 PROF. SERVICES (NON ISF)	5,000.00	109.00	2,915.00	58.30%	2,085.00
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	28.98	28.98	0.58%	4,971.02
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	3,145.50	13,525.13	6.44%	196,474.87
2271B AUDIO/VIDEO PROGRAMS	1,200.00	0.00	0.00	0.00%	1,200.00
2271C ELECTRONIC SUBS.	55,000.00	0.00	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	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>500.00</u>
TOTAL	346,900.00	8,756.76	34,973.47	10.08%	311,926.53



VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 4 (33.34%) OCT 1 TO OCT 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	<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	 713,000.00	 30,250.56	 156,397.41	 21.94%	 556,602.59	 (30,250.56)
 6101 CONTINGENCY FUND	 100,000.00	 0.00	 0.00	 0.00%	 100,000.00	
CASH ON DEPOSIT WITH THE COUNTY TREASURER, Oct 31, 2022						1,921,892.90
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 Oct. 1, 2022	127,950.43					
Market Increase/Decrease	2,341.41					
Total in Fund Oct. 31, 2022	130,291.84					130,291.84
Wells Fargo Account						
Cash on deposit Oct. 01, 2022	48,013.16					
Withdrawals	20,855.97					
Deposits	20,856.73					
Balance Oct. 31, 2022	48,013.92					48,013.92
CASH BALANCE, Oct. 31, 2022						1,250,351.66

**FUND 0201 - UNEMPLOYMENT INSURANCE RESERVE FUND**

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

# VCLL Passport Services

as of November 9, 2022

	Income- Cash	Income- Check	Gross Income	Expenses stamps.com	Expenses extra phone line	Net Income	Passports issued
Aug-2022	\$1,890.00	\$898.50	\$2,788.50	\$225.00	39.99	\$2,523.51	79
Sep-2022	\$5,040.00	\$665.00	\$5,705.00	\$364.69	39.99	\$5,300.32	163
Oct-2022	\$7,258.50	\$0.00	\$7,258.50	\$414.80	39.99	\$6,803.71	206
Nov-2022	\$3,769.25	\$0.00	\$3,769.25	\$145.85	39.99	\$3,583.41	107
Dec-2022			\$0.00			\$0.00	
Jan-2023			\$0.00			\$0.00	
Feb-2023			\$0.00			\$0.00	
Mar-2023			\$0.00			\$0.00	
Apr-2023			\$0.00			\$0.00	
May-2023			\$0.00			\$0.00	
Jun-2023			\$0.00			\$0.00	
<b>Total</b>	<b>\$17,957.75</b>	<b>\$1,563.50</b>	<b>\$19,521.25</b>	<b>\$1,150.34</b>	<b>\$159.96</b>	<b>\$18,210.95</b>	

**Front Entrance Project**  
**Rough Order Magnitude Comparison**

**1. NEW DOORS + CARD READER**

Signage – front, wall, hallway	7,000
Panic hardware (glass doors)	3,000
Card reader	8,000
Door Contractor	<u>2,000</u>
Total Hard Costs	20,000

+

Contingency @15%	3,000
GSA PM Fee @10.9%	<u>2,507</u>

**Total Project Estimate            \$25,507**

\*Does not include monthly GSA security fee  
of \$41/month

**2. SAME DOORS + ALARM**

Signage – front, wall, hallway	7,000
Existing glass doors + alarm	1,000
**no card reader**	0
Door Contractor	<u>2,000</u>
Total Hard Costs	10,000

+

Contingency @15%	1,500
GSA PM Fee @10.9%	<u>1,253.50</u>

**Total Project Estimate            \$12,753.50**

No GSA security fee required



CA LAW LIBRARIES WITH  
DIGITAL LIBRARY (LEXIS)

FREE REMOTE ACCESS (card included) vs ACCESSIBLE THROUGH CARD/COST/BORROWER'S PROGRAM

Alameda County  
Contra Costa County  
Kern County  
Los Angeles County  
Nevada County  
Riverside County  
San Bernardino County  
San Francisco County  
San Joaquin County  
Santa Clara County  
Tulare County  
Yolo County

Orange County (\$100 deposit attorney, non-attorney pays \$100 deposit + \$50 fee)  
Sacramento County (free for attorney, non-attorney \$200 *refundable* deposit)  
San Diego County (\$50/year or \$75/year)  
Sonoma County (\$120/year, \$65 for 6 months or \$40/students)