

KATIE DROW
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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.

January 13, 2023

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, January 18, 2023, 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. 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: 815 5644 1567 and Passcode: T3iA4T.

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 November 16, 2022. (Ex. 3)
4. Approve the financial statement for Accounting Period ("AP") 5. (Ex. 4)
5. Approve the financial statement for AP 6. (Ex. 5)
6. Approve the 2023 Holiday Closures. (Ex. 6)
7. Election of new officers (President, Vice-President, Alternate Vice-Presidents) for 2023.
8. Discuss providing notary services in the Law Library.
9. Discuss the Law Library's borrowing rules.
10. Discuss the Law Library's response to the COVID-19 pandemic.

MEET IN CLOSED SESSION – Pursuant to Government Code § 54957(b)(1) TO CONSIDER THE FOLLOWING ITEM:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Library Director

RESUME OPEN SESSION MEETING

11. Approve pay increase to Library Director's salary.

12. Board comments.

13. 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 NOVEMBER 16, 2022.

A regular teleconference meeting was held on Wednesday, November 16, 2022 at 12:15 p.m. Present were board members Mr. Woodward, Ms. North, Ms. Bautista, and Glenn Campbell as well as Secretary Katie Drow. Ms. Rodriguez and Judge Wright 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 October 19, 2022, was approved;

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

Item 5, the Law Library's front entrance project, was presented in the form of two estimates. The director updated the board on moving forward with option #2 that will likely include a Resolution to move funding into the appropriate financial account for GSA billing. Option #2 will allow the Law Library to maintain its current doors with a new alarm.

Item 6, the Law Library's borrowing rules, were presented to the board. In light of other Law Libraries not charging for remote access to Digital Library, the director was tasked with finding a way to allow free remote access to non-attorneys without a \$200 cash deposit. The results will be presented at the next meeting.

Item 7, the director gave the board an update on the staff's response to COVID-19. Masks are no longer required; they are only encouraged. The director also stated that she looks to the courthouse for appropriate guidelines in response to fluctuations in the pandemic.

Item 8, Mr. Woodward commented on the world news. Mr. Campbell asked that a discussion on notary services in the Law Library be included on the next agenda.

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The next teleconference meeting is tentatively set for Wednesday, December 21, 2022, at 12:15.
There being no further business, the regular meeting was adjourned at 12:32 p.m.

Katie Drow
Secretary

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 5 (41.66%) NOV 1 TO NOV 30, 2022

FUND 0200 - GENERAL TRUST FUND

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

1,921,892.90

<u>4400 - DEPOSIT BORROWERS</u>	<u>CUR. PERIOD</u>	<u>BALANCE</u>		
Balance Nov. 1, 2022		3,600.00		
Deposited	0.00			
Withdrawn	0.00			
Balance Nov. 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	2,903.65	48.39%	
8911B INTEREST, FUND 0201	0.00	0.00	0.00	0.00%	
9252 STATE OTHER	0.00	0.00	373,976.14	100.00%	
9681A OVERDUES	1,500.00	62.00	266.00	17.73%	
9681C INTERLIBRARY LOANS	0.00	0.00	0.00	0.00%	
9521 COURT FEES	550,000.00	45,933.24	237,940.68	43.26%	
9721 COPY MACHINES	1,500.00	243.15	1,496.40	99.76%	
9790A MISC INCOME	0.00	0.00	60.00	100.00%	
9790B SALE OF BOOKS/EQUIP	0.00	90.00	1,440.00	100.00%	
9790C SALE OF SUPPLIES	0.00	0.00	0.00	100.00%	
9790D SALES TAX	0.00	6.98	111.64	100.00%	
9790E PASSPORTS	<u>0.00</u>	<u>8,962.75</u>	<u>23,629.75</u>	<u>100.00%</u>	
TOTAL REVENUE	559,000.00	55,298.12	641,824.26	114.82%	55,298.12

<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	13,756.54	65,408.48	33.89%	127,591.52
1102 PART-TIME	37,500.00	2,419.20	10,780.80	28.75%	26,719.20
1121 RETIREMENT	59,000.00	1,027.60	47,286.68	80.15%	11,713.32
1122 SOCIAL SECURITY	2,500.00	149.99	668.41	26.74%	1,831.59
1123 MEDICARE	3,500.00	227.59	1,067.35	30.50%	2,432.65
1141A GROUP INSURANCE-EMP	15,500.00	824.28	3,943.62	25.44%	11,556.38
1141B GROUP INSURANCE-RET	31,000.00	2,299.20	11,496.00	37.08%	19,504.00
1143 UNEMPLOYMENT	0.00	0.00	0.00	0.00%	0.00
1165 WORKERS COMPENSATION	<u>1,600.00</u>	<u>0.00</u>	<u>1,477.00</u>	<u>92.31%</u>	<u>123.00</u>
TOTAL	343,600.00	20,704.40	142,128.34	41.36%	201,471.66

SERVICES & SUPPLIES					
2031 TELEPHONE	4,000.00	189.96	963.49	24.09%	3,036.51
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	4,695.00	37.56%	7,805.00
2071 GENERAL INSURANCE	7,200.00	0.00	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	0.00	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	3,142.04	3,302.52	35.13%	6,097.48
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	2.78	27.80	9.27%	272.20
2179 MISC. OFFICE EXPENSES	5,000.00	417.99	795.98	15.92%	4,204.02
2199 PROF. SERVICES (NON ISF)	5,000.00	109.00	3,024.00	60.48%	1,976.00
2202 COMP. SERVICES ISF	500.00	0.00	0.00	0.00%	500.00
2206 COUNTY SPECIAL SERVICES	3,000.00	285.00	285.00	9.50%	2,715.00
2261 COMPUTER EQUIPMENT	5,000.00	67.72	96.70	1.93%	4,903.30
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	18,579.46	32,104.59	15.29%	177,895.41
2271B AUDIO/VIDEO PROGRAMS	1,200.00	0.00	0.00	0.00%	1,200.00
2271C ELECTRONIC SUBS.	55,000.00	6,048.00	15,120.00	27.49%	39,880.00
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	346,900.00	29,780.95	64,754.42	18.67%	282,145.58

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 5 (41.66%) NOV 1 TO NOV 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	713,000.00	50,485.35	206,882.76	29.02%	506,117.24	(50,485.35)
6101 CONTINGENCY FUND	100,000.00	0.00	0.00	0.00%	100,000.00	
CASH ON DEPOSIT WITH THE COUNTY TREASURER, Nov 30, 2022						1,926,705.67
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, 2022	130,291.84					
Market Increase/Decrease	8,001.86					
Total in Fund Nov. 30, 2022	138,293.70					138,293.70
Wells Fargo Account						
Cash on deposit Nov. 01, 2022	48,013.92					
Withdrawals	27,685.18					
Deposits	21,489.36					
Balance Nov. 30, 2022	41,818.10					41,818.10
CASH BALANCE, Nov. 30, 2022						1,256,970.47

FUND 0201 - UNEMPLOYMENT INSURANCE RESERVE FUND

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

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 6 (50.00%) DEC 1 TO DEC 31, 2022

FUND 0200 - GENERAL TRUST FUND

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

1,926,705.67

4400 - DEPOSIT BORROWERS

	<u>CUR. PERIOD</u>	<u>BALANCE</u>
Balance Dec. 1, 2022		3,600.00
Deposited	0.00	
Withdrawn	0.00	
Balance Dec. 31, 2022		3,600.00

Net 0.00

REVENUE

	<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	5,807.30	96.79%
8911B INTEREST, FUND 0201	0.00	0.00	0.00	0.00%
9252 STATE OTHER	0.00	0.00	373,976.14	100.00%
9681A OVERDUES	1,500.00	348.00	614.00	40.93%
9681C INTERLIBRARY LOANS	0.00	0.00	0.00	0.00%
9521 COURT FEES	550,000.00	45,075.01	283,015.69	51.46%
9721 COPY MACHINES	1,500.00	270.10	1,766.50	117.77%
9790A MISC INCOME	0.00	384.00	444.00	100.00%
9790B SALE OF BOOKS/EQUIP	0.00	97.00	1,537.00	100.00%
9790C SALE OF SUPPLIES	0.00	0.00	0.00	100.00%
9790D SALES TAX	0.00	7.52	119.16	100.00%
9790E PASSPORTS	0.00	8,820.00	32,449.75	100.00%
TOTAL REVENUE	559,000.00	57,905.28	699,729.54	125.18%

57,905.28

EXPENDITURES

	<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	20,634.82	86,043.30	44.58%	106,956.70
1102 PART-TIME	37,500.00	3,452.80	14,233.60	37.96%	23,266.40
1121 RETIREMENT	59,000.00	1,142.24	48,428.92	82.08%	10,571.08
1122 SOCIAL SECURITY	2,500.00	214.08	882.49	35.30%	1,617.51
1123 MEDICARE	3,500.00	335.84	1,403.19	40.09%	2,096.81
1141A GROUP INSURANCE-EMP	15,500.00	1,237.09	5,180.71	33.42%	10,319.29
1141B GROUP INSURANCE-RET	31,000.00	2,468.32	13,964.32	45.05%	17,035.68
1143 UNEMPLOYMENT	0.00	0.00	0.00	0.00%	0.00
1165 WORKERS COMPENSATION	1,600.00	0.00	1,477.00	92.31%	123.00
TOTAL	343,600.00	29,485.19	171,613.53	49.95%	171,986.47

SERVICES & SUPPLIES

2031 TELEPHONE	4,000.00	189.96	1,153.45	28.84%	2,846.55
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	1,024.00	5,719.00	45.75%	6,781.00
2071 GENERAL INSURANCE	7,200.00	0.00	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	0.00	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	659.28	3,961.80	42.15%	5,438.20
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	27.80	9.27%	272.20
2179 MISC. OFFICE EXPENSES	5,000.00	942.99	1,738.97	34.78%	3,261.03
2199 PROF. SERVICES (NON ISF)	5,000.00	163.50	3,187.50	63.75%	500.00
2202 COMP. SERVICES ISF	500.00	0.00	0.00	0.00%	500.00
2206 COUNTY SPECIAL SERVICES	3,000.00	57.00	342.00	11.40%	2,658.00
2261 COMPUTER EQUIPMENT	5,000.00	32.40	129.10	2.58%	4,870.90
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	3,360.58	35,465.17	16.89%	174,534.83
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	18,144.00	32.99%	36,856.00
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	500.00	0.00	0.00	0.00%	500.00
TOTAL	346,900.00	9,453.71	74,208.13	21.39%	272,691.87

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 6 (50.00%) DEC 1 TO DEC 31, 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	 713,000.00	 38,938.90	 245,821.66	 34.48%	 467,178.34	 (38,938.90)
6101 CONTINGENCY FUND	100,000.00	0.00	0.00	0.00%	100,000.00	
 CASH ON DEPOSIT WITH THE COUNTY TREASURER, Dec 31, 2022						1,945,672.05
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, 2022	138,293.70					
Market Increase/Decrease	(3,359.44)					
Total in Fund Dec. 31, 2022	134,934.26					134,934.26
 Wells Fargo Account						
Cash on deposit Dec. 01, 2022	41,818.10					
Withdrawals	24,618.33					
Deposits	30,815.50					
Balance Dec. 31, 2022	48,015.27					48,015.27
 CASH BALANCE, Dec. 31, 2022						1,278,774.58

FUND 0201 - UNEMPLOYMENT INSURANCE RESERVE FUND

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

VCLL PASSPORTS

	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	133.66	\$2,429.84	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	\$8,892.75	\$0.00	\$8,892.75	\$399.55	39.99	\$8,453.21	252
Dec-2022	\$7,805.00	\$0.00	\$7,805.00	\$342.00	39.99	\$7,423.01	223
Jan-2023	\$5,705.00	\$0.00	\$5,705.00	\$220.40	39.99	\$5,444.61	163
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	
Total	\$36,591.25	\$1,563.50	\$38,154.75	\$1,966.44	\$333.61	\$35,854.70	1086

As of 1/13/23

2023 Law Library Closures

Monday, January 2, 2023	New Year's Day
Monday, January 16, 2023	Dr. Martin Luther King, Jr. Day
Monday, February 13, 2023	Lincoln's Birthday
Monday, February 20, 2023	President's Day
Friday, March 31, 2023	Cesar Chavez Day
Monday, May 29, 2023	Memorial Day
Monday, June 19, 2023	Juneteenth
Friday, June 23, 2023	Inventory Day – Staff only day
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Monday, October 9, 2023	Indigenous Peoples' Day
Friday, November 10, 2023	Veterans Day
Thursday, November 23, 2023	Thanksgiving Day
Friday, November 24, 2023	Day After Thanksgiving
Friday, December 22, 2023	Christmas Eve Holiday
Monday, December 25, 2023	Christmas Day Holiday
Friday, December 29, 2023	New Year's Eve Holiday