



KATIE DROW
Director and Secretary to the Board of
Trustees
E-mail: katie@law805.com

www.vencolawlib.org

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

BOARD OF TRUSTEES
Claudia Bautista, Esq.
PRESIDENT

Glenn Campbell, Esq.
VICE-PRESIDENT

Judge Ryan Wright
Tiffany North, Esq.
Amber Rodriguez, Esq.
Vincente E. Woodward, Esq.

February 10, 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, February 15, 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: 884 9028 0014 Passcode: 8CqnKq.

A G E N D A

1. Time for public comment.
2. Approve the minutes of the regular meeting held January 18, 2022. (Ex. 2)
3. Approve the financial statement for Accounting Period ("AP") 7. (Ex. 3)
4. Approve the Resolution 2022-23-2. (Ex. 4)
5. Board comments.
6. 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 January 18, 2023.

A regular teleconference meeting was held on Wednesday, January 18, 2023 at 12:15 p.m. Present were board members Mr. Woodward, Ms. North, Ms. Bautista, Ms. Rodriguez, Mr. Campbell, 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 minutes sheet of the regular meeting held November 16, 2022, was approved;

Item 4, the financial statement for AP 5, was approved;

Item 5, the financial statement for AP 6, was approved;

Item 6, the 2023 Holiday Closures, was approved;

Item 7, the Election of New Officers, resulted in Claudia Bautista as President, Glenn Campbell as Vice-President, and all other members as Alternate Vice-Presidents for signing purposes.

Item 8, providing notary services, was discussed. Due to no pressing need for it currently, it shall be tabled and brought back for discussion should an urgent need arise for it. In the meantime, the staff shall keep track of the number of times notarized statements are needed in the passport program to present for the next discussion. It was also determined that the entire notary training process could be completed online during the week so staff would not have to work on a weekend to complete the notary requirements.

Item 9, the Law Library's borrowing rules, the director updated the board on allowing free remote access to non-attorneys without a \$200 cash deposit. Because of this, there is no need to update the borrowing rules.



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Item 10, the director gave the board an update on the staff's response to COVID-19. Normal operations have resumed, and this topic of discussion will be removed from future agendas and added only if necessary. Also, due to the Governor ending the state of emergency on February 28th, the March board meeting will take place in the Pacific Conference Room in the courthouse.

CLOSED SESSION BEGAN at 12:38 pm.

Public Employee Performance Evaluation: Library Director

CLOSED SESSION ENDED at 12:42 pm.

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

Item 11, the pay increase to Library Director's salary, was approved at 5.5%.

Item 12, there were no board comments.

The next teleconference meeting is tentatively set for Wednesday, February 15, 2023, at 12:15. There being no further business, the regular meeting was adjourned at 12:47 p.m.

Katie Drow
Secretary

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 7 (58.33%) JAN 1 TO JAN 31, 2023

FUND 0200 - GENERAL TRUST FUND

CASH ON DEPOSIT WITH THE COUNTY TREASURER, Jan. 1, 2023

1,945,672.05

<u>4400 - DEPOSIT BORROWERS</u>	<u>CUR. PERIOD</u>	<u>BALANCE</u>		
Balance Jan. 1, 2023		3,600.00		
Deposited	0.00			
Withdrawn	0.00			
Balance Jan. 31, 2023		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	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	14.00	628.00	41.87%	
9681C INTERLIBRARY LOANS	0.00	0.00	0.00	0.00%	
9521 COURT FEES	550,000.00	42,351.47	325,367.16	59.16%	
9721 COPY MACHINES	1,500.00	217.85	1,984.35	132.29%	
9790A MISC INCOME	0.00	33.40	477.40	100.00%	
9790B SALE OF BOOKS/EQUIP	0.00	24.00	1,561.00	100.00%	
9790C SALE OF SUPPLIES	0.00	0.00	0.00	100.00%	
9790D SALES TAX	0.00	1.86	121.02	100.00%	
9790E PASSPORTS	0.00	10,010.00	42,459.75	100.00%	
TOTAL REVENUE	559,000.00	52,652.58	752,382.12	134.59%	52,652.58

<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	13,923.30	99,966.60	51.80%	93,033.40
1102 PART-TIME	37,500.00	1,881.60	16,115.20	42.97%	21,384.80
1121 RETIREMENT	59,000.00	1,040.06	49,468.98	83.85%	9,531.02
1122 SOCIAL SECURITY	2,500.00	116.65	999.14	39.97%	1,500.86
1123 MEDICARE	3,500.00	215.73	1,618.92	46.25%	1,881.08
1141A GROUP INSURANCE-EMP	15,500.00	1,237.09	6,417.80	41.41%	9,082.20
1141B GROUP INSURANCE-RET	31,000.00	2,468.32	16,432.64	53.01%	14,567.36
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	20,882.75	192,496.28	56.02%	151,103.72

SERVICES & SUPPLIES					
2031 TELEPHONE	4,000.00	189.96	1,343.41	33.59%	2,656.59
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	6,743.00	53.94%	5,757.00
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	336.14	720.45	9.61%	6,779.55
2164 POSTAGE	9,400.00	663.54	4,625.34	49.21%	4,774.66
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	335.98	2,074.95	41.50%	2,925.05
2199 PROF. SERVICES (NON ISF)	5,000.00	204.00	3,391.50	67.83%	500.00
2202 COMP. SERVICES ISF	500.00	0.00	0.00	0.00%	500.00
2206 COUNTY SPECIAL SERVICES	3,000.00	154.06	496.06	16.54%	2,503.94
2261 COMPUTER EQUIPMENT	5,000.00	289.56	418.66	8.37%	4,581.34
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	25,547.55	61,012.72	29.05%	148,987.28
2271B AUDIO/VIDEO PROGRAMS	1,200.00	0.00	0.00	0.00%	1,200.00
2271C ELECTRONIC SUBS.	55,000.00	2,295.00	20,439.00	37.16%	34,561.00
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	31,039.79	105,247.92	30.34%	241,652.08

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 7 (58.33%) JAN 1 TO JAN 31, 2023

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	51,922.54	297,744.20	41.76%	415,255.80	(51,922.54)
6101 CONTINGENCY FUND	100,000.00	0.00	0.00	0.00%	100,000.00	
 CASH ON DEPOSIT WITH THE COUNTY TREASURER, Jan. 31, 2023						1,946,402.09
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, 2023	134,934.26					
Market Increase/Decrease	23,169.21					
Total in Fund Jan. 31, 2023	158,103.47					158,103.47
 Wells Fargo Account						
Cash on deposit Jan. 01, 2023	48,015.27					
Withdrawals	22,089.10					
Deposits	22,090.49					
Balance Jan. 31, 2023	48,016.66					48,016.66
 CASH BALANCE, Jan. 31, 2023						1,302,675.22

FUND 0201 - UNEMPLOYMENT INSURANCE RESERVE FUND

CASH ON DEPOSIT WITH COUNTY TREASURER, Jan. 1, 2023					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, 2023					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	\$12,250.00	\$0.00	\$12,250.00	\$486.40	39.99	\$11,723.61	350
Feb-2023	\$5,285.00	\$0.00	\$5,285.00	\$190.00	39.99	\$5,055.01	151
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	\$48,421.25	\$1,563.50	\$49,984.75	\$2,422.44	\$373.60	\$47,188.71	1424

As of 2/9/23



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February 15, 2023

RESOLUTION OF THE BOARD OF TRUSTEES
OF THE VENTURA COUNTY LAW LIBRARY
2023

WHEREAS, the library has an outstanding General Services Agency (GSA) fiscal obligation of \$2,800.00 for the 2022-2023 fiscal year; and,

WHEREAS, insufficient funds were budgeted in 2022-2023 in account 2115 to pay such claims,

NOW, THEREFORE BE IT RESOLVED, that \$3,000.00 shall be transferred from account 2159 – Miscellaneous Expense to Account 2115 – Facilities Projects ISF to cover the cost of GSA emergency exit alarm installation and new courthouse signage in the 2022-2023 fiscal year.

INCREASE	Facilities Projects ISF	\$3,000
DECREASE	Miscellaneous Expense	\$3,000

ADOPTED this 15th day of February, 2023.

CLAUDIA BAUTISTA, President

ATTEST:

KATIE DROW, Secretary



Lic #772245

January 19, 2023

Ventura County GSA
800 South Victoria Avenue
Ventura, CA 93009
Attention: **Bruce Ward**

Regarding: **HOJ Law Library**

Dear Mr. Ward

We are pleased to provide you a quote for installing a door alarm.

Lump-Sum Amount Of:

\$1,088.00

Breakdown:

Labor/DJE:	\$	841.48
Material:	\$	231.56
Tax:	\$	14.96
Total	\$	1,088.00

Scope:

- Supply and install one Alarm Lock PG21.
- Remove outside handles and cover holes with plugs.
- All labor based upon work during normal business hours, 6:30 am through 3:00 pm.

If you have any questions, or request additional information, please do not hesitate to call me.

Thank you,

GSA PROJECTS GROUP

Michael Frey
Michael Frey
Project Manager

Fund*	<u>0200</u>	Dept.*	<u>LWL</u>	Unit*	<u>5810</u>	Object**	<u>2115</u>
Activity*	<u>GATV</u>	Function	<u>GFUN</u>	Task	<u> </u>	Program	<u> </u>
Phase	<u> </u>	<small>*Required funding cite field **may substitute a 4000 for object 2115</small>					
P.M. fee	<u>\$118.59</u>	Total Cost	<u>\$1,206.59</u>				
Signature	<u><i>[Signature]</i></u>			Date	<u>2/2/23</u>		

Created Date: 1/27/2023

DESCRIPTION: Law Library Signage

Bill To: County Of Ventura - GSA
4741 GSA
800 S. Victoria Ave.
Ventura, CA 93009
US

Pickup At: FASTSIGNS of Ventura
3959 E Main St
Ste A
Ventura, CA 93003
US

Requested By: Bruce Ward
Email: bruce.ward@ventura.org
Work Phone: (805) 654-2265
Cell Phone: (805) 602-7312

Salesperson: Saurabh Bajaj
Work Phone: (805) 658-1001

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	Vinyl for glass doors Cut vinyl for inside and outside of the glass doors	1	\$65.00	\$65.00	\$65.00
1.1	Vinyl WxH Cut Vinyl - Part Qty: 1 Width: 1.00" Height: 1.00" - Foreground:: White Text: EXIT ONLY (on the right side door, install from outside) EMERGENCY EXIT ONLY (on the right side door installed from the inside)				
2	Labor Labor to remove hours, "Law Library", and "Law Library entrance" from the front and install vinyl in line 1. *** This price is ONLY for items mentioned here***	1	\$375.00	\$0.00	\$375.00
2.1	Installation - - Retail Price: \$375.00				
3	Sign with corridor bracket Laser-cut acrylic 1/8" thick with printed and matte laminated vinyl applied. Corridor bracket in brushed silver to be used in conjunction with the sign to make it a blade sign.	1	\$135.95	\$135.95	\$135.95

3.1	1/8" Acrylic - Acrylic sign Part Qty: 1 Width: 24.00" Height: 6.00" Sides: 1 - Foreground:: White - Background:: Burgundy Text: LAW LIBRARY				
3.2	Miscellaneous Taxable - Wall Bracket Part Qty: 1 Width: 1.00" Height: 6.00" - Foreground:: Brushed silver				
4	Acrylic sign for the wall Laser-cut acrylic 1/8" thick with printed and matte laminated vinyl applied	1	\$132.71	\$132.71	\$132.71
4.1	1/8" Acrylic - Part Qty: 1 Width: 32.00" Height: 11.00" Sides: 1 - Foreground:: White - Background:: Burgundy Text: Law Library (arrow pointing left and up)				
5	Acrylic sign for another wall Laser-cut acrylic 1/8" thick with printed and matte laminated vinyl applied	1	\$144.59	\$144.59	\$144.59
5.1	1/8" Acrylic - Part Qty: 1 Width: 28.00" Height: 13.00" Sides: 1 - Foreground:: White - Background:: Burgundy Text: ->Criminal/Traffic Express Window (arrow pointing up) Law Library <- Cafeteria (arrow pointing up) Restrooms <- Jury Services Check-in				
6	Acrylic signs for ceiling bracket Laser-cut acrylic 1/8" thick with printed and matte laminated vinyl applied	2	\$120.47	\$240.94	\$240.94


6.1	1/8" Acrylic - Part Qty: 1 Width: 24.00" Height: 12.00" Sides: 1 - Foreground:: White - Background:: Burgundy Text: One to read: <- Public Cafeteria (arrow pointing up) Law Library (arrow pointing up) Restrooms -> Telephones 2nd one to read: (arrow in a U shape) Law Library (arrow pointing up) Room 118 Criminal/Traffic				
7	Non-ADA Restroom signs for the door Laser-cut acrylic 1/8" thick with printed and matte laminated vinyl applied	2	\$45.00	\$90.00	\$90.00
7.1	1/8" Acrylic - Part Qty: 1 Width: 6.00" Height: 9.00" Sides: 1 - Foreground:: White - Background:: Blue Text: One each of Men's and Women's NON-ADA Restroom sign				
8	Staff Only Restroom signs for the door Laser-cut acrylic 1/8" thick with printed and matte laminated vinyl applied	2	\$30.00	\$60.00	\$60.00
8.1	1/8" Acrylic - Part Qty: 1 Width: 6.00" Height: 2.00" Sides: 1 - Foreground:: White - Background:: Blue Text: Staff Only One each to go below Men's and Women's Restroom sign				
9	Setup/Design fee	1	\$90.00	\$0.00	\$90.00
9.1	Graphic Design Fee - Part Qty: 1 Width: 1.00" Height: 1.00"				

Thank you for the opportunity to work with you on this project. The estimate attached is for the signage we discussed. To proceed; please reply as approved or sign and email the estimate back to us. *** This estimate is valid for 30 days**

Subtotal:	\$1,334.19
Taxable Amount:	\$869.19
Taxes:	\$67.36
Grand Total:	\$1,401.55

Look forward to working with you,

GSA PROJECTS GROUP

Fund* 0200 **Dept.*** LWL **Unit*** 5810 **Object**** 2115
Activity* GATV **Function** GFUN **Task** **Program**
Phase *Required funding cite field **may substitute a 4000 for object 2115
P.M. fee \$152.77 **Total Cost** \$1,554.32
Signature  **Date** 2/2/23

Thank you for the opportunity of submitting this estimate. This Quote is Valid for 30 days.