

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
Glenn Campbell, Esq.
PRESIDENT

Tiffany North, Esq.
VICE-PRESIDENT

Judge Maureen Houska
Vincente E. Woodward, Esq.
Juliet Buff, Esq.
Claudia Y. Bautista, Esq.

June 7, 2024

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

A regular meeting of the Board of Trustees of the Ventura County Law Library is scheduled for Tuesday, June 11, 2024, at 12:15 p.m. at the Ventura County Law Library.

AGENDA

1. Time for public comment.
2. Approve the minutes of the regular meeting held May 15, 2024. (Ex. 2)
3. Approve the financial statement for AP 11. (Ex. 3)
4. Approve the 2024-2025 Law Library Budget. (Ex. 4)
5. Approve the Resolution 2023/24-3: Educational Expenses Reimbursement Program. (Ex. 5)
6. Board comments.
7. 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 MAY 15, 2024.

A regular meeting was held on Wednesday, May 15, 2024, at 12:15 p.m. Present were board members Ms. Bautista, Mr. Campbell, Ms. North, and Judge Houska as well as Secretary Katie Drow. Mr. Woodward and Ms. Buff were not present. The meeting was called to order at 12:15 p.m.

Item 1, there were no public comments.

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

Item 2, the minutes sheet of the regular meeting held March 20, 2024, was approved;

Item 3, the financial statement for AP 9, was approved;

Item 4, the financial statement for AP 10, was approved;

Item 5, the 2024-2025 Law Library Budget, was pushed back for approval at the meeting of June 5th.

Item 6, the Library Director's compensation & benefits, was discussed and Katie was directed to produce a Resolution at the next meeting that modeled the County's educational reimbursement program. This agenda item should be included on the next agenda.

Item 7, there were no board comments.

The next meeting is tentatively set for Wednesday, June 5, 2024, at 12:15 in Law Library's Rare Book Room. There being no further business, the regular meeting was adjourned at 12:28 p.m.

Katie Drow
Secretary

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 11 (91.66%) MAY 1 TO MAY 31, 2024

FUND O200 - GENERAL TRUST FUND

CASH ON DEPOSIT WITH THE COUNTY TREASURER, May 1, 2024

2,255,307.88

<u>4400 - DEPOSIT BORROWERS</u>	<u>CUR. PERIOD</u>	<u>BALANCE</u>		
Balance May 1, 2024		3,600.00		
Deposited	0.00			
Withdrawn	0.00			
Balance May 31, 2024		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 O200	40,000.00	11,377.29	41,885.61	104.71%	
8911B INTEREST, FUND O201	0.00	0.00	0.00	0.00%	
9252 STATE OTHER	0.00	0.00	35,875.82	100.00%	
9681A OVERDUES	1,000.00	20.00	482.00	48.20%	
9681C INTERLIBRARY LOANS	0.00	0.00	0.00	0.00%	
9521 COURT FEES	540,000.00	58,385.21	529,578.56	98.07%	
9721 COPY MACHINES	2,500.00	426.51	4,634.38	185.38%	
9790A MISC INCOME	0.00	30.00	395.36	100.00%	
9790B SALE OF BOOKS/EQUIP	0.00	12.00	543.98	100.00%	
9790C SALE OF SUPPLIES	0.00	10.00	50.00	100.00%	
9790D SALES TAX	0.00	1.71	46.12	100.00%	
9790E PASSPORTS	<u>0.00</u>	<u>14,455.00</u>	<u>157,304.64</u>	<u>100.00%</u>	
TOTAL REVENUE	583,500.00	84,717.72	770,796.47	132.10%	84,717.72

<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	265,000.00	21,836.26	202,336.33	76.35%	62,663.67
1102 PART-TIME	41,600.00	4,515.85	25,388.39	61.03%	16,211.61
1121 RETIREMENT	65,250.00	1,677.03	55,734.34	85.42%	9,515.66
1122 SOCIAL SECURITY	2,700.00	279.99	1,574.08	58.30%	1,125.92
1123 MEDICARE	4,500.00	370.82	3,138.17	69.74%	1,361.83
1141A GROUP INSURANCE-EMP	22,000.00	825.12	13,197.92	59.99%	8,802.08
1141B GROUP INSURANCE-RET	31,500.00	1,645.74	20,980.69	66.61%	10,519.31
1143 UNEMPLOYMENT	0.00	0.00	0.00	0.00%	0.00
1165 WORKERS COMPENSATION	<u>1,300.00</u>	<u>0.00</u>	<u>1,270.00</u>	<u>97.69%</u>	<u>30.00</u>
TOTAL	433,850.00	31,150.81	323,619.92	74.59%	110,230.08

SERVICES & SUPPLIES					
2031 TELEPHONE	4,000.00	189.96	2,089.56	52.24%	1,910.44
2032 COUNTY TELECOM.	500.00	0.00	0.00	0.00%	500.00
2054 JANITORIAL SUPPLIES	2,500.00	0.00	560.81	22.43%	1,939.19
2055 JANITORIAL SERVICES	13,000.00	1,024.00	11,264.00	86.65%	1,736.00
2071 GENERAL INSURANCE	14,550.00	3,746.50	7,493.00	51.50%	7,057.00
2101 OFFICE EQUIP. MAINT.	4,000.00	45.71	1,814.04	45.35%	2,185.96
2115 FACILITIES PROJ ISF	5,500.00	0.00	6,803.17	123.69%	(1,303.17)
2116 OTHER MAINTENANCE ISF	3,000.00	0.00	0.00	0.00%	3,000.00
2131 MEMBERSHIPS	1,000.00	0.00	720.00	72.00%	280.00
2159 MISCELLANEOUS EXPENSE	3,000.00	19.99	219.89	7.33%	2,780.11
2161 OFFICE SUPPLIES	7,500.00	0.00	4,863.25	64.84%	2,636.75
2164 POSTAGE	9,400.00	864.08	9,772.20	103.96%	(372.20)
2166 PRINTING	500.00	0.00	0.00	0.00%	500.00
2167 COPYING SUPPLIES	1,000.00	0.00	0.00	0.00%	1,000.00
2168 CENTRAL STORES	300.00	0.00	6.84	2.28%	293.16
2179 MISC. OFFICE EXPENSES	7,000.00	600.00	6,334.00	90.49%	666.00
2199 PROF. SERVICES (NON ISF)	5,000.00	149.50	3,834.50	76.69%	1,165.50
2202 COMP. SERVICES ISF	500.00	0.00	0.00	0.00%	500.00
2206 COUNTY SPECIAL SERVICES	3,000.00	726.00	967.08	32.24%	2,032.92
2261 COMPUTER EQUIPMENT	5,000.00	28.80	1,919.98	38.40%	3,080.02
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	200,000.00	12,835.01	132,385.16	66.19%	67,614.84
2271B AUDIO/VIDEO PROGRAMS	200.00	0.00	0.00	0.00%	200.00
2271C ELECTRONIC SUBS.	55,000.00	13,292.00	42,940.00	78.07%	12,060.00
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	350,450.00	33,521.55	233,987.48	66.77%	116,462.52

VENTURA COUNTY LAW LIBRARY FINANCIAL STATEMENT, ACCOUNTING PERIOD 11 (91.66%) MAY 1 TO MAY 31, 2024

	<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	806,800.00	64,672.36	557,607.40	69.11%	249,192.60	<u>(64,672.36)</u>
6101 CONTINGENCY FUND	100,000.00	0.00	72,550.00	72.55%	27,450.00	
CASH ON DEPOSIT WITH THE COUNTY TREASURER, May 31, 2024						2,275,353.24
LIABILITIES						
6101 CONTINGENCY FUNDS						(27,450.00)
4400 DEPOSIT BORROWERS						(3,600.00)
LONG TERM LIABILITIES						
Net OPEB						(278,665.00)
Est Unfunded Actuarial Pension						(604,224.00)
CalPERS CERBT Post Retirement Fund						
Total in Fund May 01, 2024	148,482.93					
Market Increase/Decrease	4,288.73					
Total in Fund May 31, 2024	152,771.66					152,771.66
Wells Fargo Account						
Cash on deposit May 01, 2024	41,825.61					
Withdrawals	25,935.34					
Deposits	32,139.34					
Balance May 31, 2024	48,029.61					48,029.61
CASH BALANCE, May. 31, 2024						1,562,215.51

FUND 0201 - UNEMPLOYMENT INSURANCE RESERVE FUND

CASH ON DEPOSIT WITH COUNTY TREASURER, May 1, 2024						59,772.40
	<u>CUR. PERIOD</u>	<u>FY 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, May 31, 2024						59,772.40

VCLL PASSPORTS

	Income-Cash	Gross Income	Expenses stamps.com	Expenses extra phone line	Net Income	Passports issued
Jul-2023	\$18,865.00	\$18,865.00	\$711.59	\$39.99	\$18,113.42	539
Aug-2023	\$16,555.00	\$16,555.00	\$650.79	\$39.99	\$15,864.22	473
Sep-2023	\$14,385.00	\$14,385.00	\$559.59	\$39.99	\$13,785.42	411
Oct-2023	\$12,600.00	\$12,600.00	\$491.19	\$39.99	\$12,068.82	360
Nov-2023	\$11,375.00	\$11,375.00	\$857.09	\$39.99	\$10,477.92	325
Dec-2023	\$8,610.00	\$8,610.00	\$398.34	\$39.99	\$8,171.67	246
Jan-2024	\$15,785.00	\$15,785.00	\$678.29	\$39.99	\$15,066.72	451
Feb-2024	\$14,350.00	\$14,350.00	\$563.31	\$39.99	\$13,746.70	410
Mar-2024	\$15,050.00	\$15,050.00	\$635.22	\$39.99	\$14,374.79	430
Apr-2024	\$16,380.00	\$16,380.00	\$643.21	\$39.99	\$15,696.80	468
May-2024	\$14,035.00	\$14,035.00	\$587.28	\$39.99	\$13,407.73	401
Jun-2024		\$0.00		\$0.00	\$0.00	0
Total	\$157,990.00	\$157,990.00	\$6,775.90	\$439.89	\$150,774.21	4514

As of 5/31/24

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June 11, 2024

TO: Jeffrey S. Burgh, Auditor-Controller's Office
FROM: Katie Drow, Director
RE: Budget F/Y 2024-25

Enclosed are copies of the Law Library's final budget appropriations for the budget year 2024-25 and a resolution from the Board of Trustees authorizing the budget.

We would like to have these figures entered into VCFMS with full budget controls.

On the appropriations sheet there are some accounts with \$0 appropriations. We would like three of those input into VCFMS as line items:

1143 – Unemployment

9252 – State Other

9790 – Other revenue, misc.

Although not appropriated we will use these accounts during the year.

Thank you for your help in this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "K M Drow".

Katie M. Drow
Director

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June 11, 2024

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE VENTURA COUNTY LAW LIBRARY
FOR THE FISCAL YEAR 2024-25**

WHEREAS, the final budget for the 2024-25 fiscal year was considered and approved by the Board of Trustees at their meeting held on June 11, 2024;

NOW, THEREFORE, BE IT RESOLVED that the following amounts are hereby approved:

Estimated beginning fund balance July 1, 2023	\$2,311,955.48
Estimated revenue	\$583,500.00
Wells Fargo Bank account	\$ 48,000.00
CERBT Trust Fund	\$ 145,000.00
Estimated expenditures	
Operating expenditures	\$(844,050.00)
Fixed asset expenditures	\$(22,500.00)
Contingency fund	\$(100,000.00)
Liabilities	
Est. Unfunded Pension Liability	\$(604,224.00)
Post-Employment healthcare obligation	\$(278,665.00)
Deposit Borrowers	<u>\$(3,600.00)</u>
Estimated cash reserve balance, June 30, 2024	\$1,234,416.48

ADOPTED this 11th Day of June, 2024

GLENN CAMPBELL
President

ATTEST:

KATIE DROW
Secretary

COUNTY OF VENTURA VCFMS
 BUDGET YEAR 2023-2024
 FINAL BUDGET APPROPRIATION

UNIT TITLE VENTURA COUNTY LAW LIBRARY

AGENCY CODE: LWL
 ORGANIZATION #:

5810

CONTACT PERSON KATIE DROW

TEL. 642-8982
 FUND: 0200

VCFMS ACCOUNT #	VCFMS ACCOUNT DESCRIPTION	2024-25 BUDGET
1101	REGULAR SALARIES	282,700.00
1102	EXTRA HELP	41,600.00
1121	RETIREMENT	72,000.00
1122	OASDI CONTRIBUTION	2,700.00
1123	FICA-MEDICARE	4,800.00
1141	GROUP INSURANCE	53,500.00
1143	UNEMPLOYMENT	0.00
1165	WORKERS' COMP INS	1,600.00
2031	TELE CHARGES - NON ISF	4,000.00
2032	VOICE/DATA - ISF	500.00
2054	JANITORIAL SUPPLIES	2,500.00
2055	JANITORIAL SERVICES	13,500.00
2071	GEN INSUR ALLOCATION - ISF	6,600.00
2101	OFFICE EQUIP. MAINTENANCE	4,000.00
2115	FACILITIES PROJ - ISF	5,500.00
2116	OTHER MAINTENANCE – ISF	3,000.00

COUNTY OF VENTURA VCFMS
 BUDGET YEAR 2023-2024
 FINAL BUDGET APPROPRIATION

UNIT TITLE VENTURA COUNTY LAW LIBRARY

AGENCY CODE: LWL
 ORGANIZATION #:

5810

CONTACT PERSON KATIE DROW

TEL. 642-8982
 FUND: 0200

VCFMS ACCOUNT #	VCFMS ACCOUNT DESCRIPTION	2024-25 BUDGET
2131	MEMBERSHIP & DUES	1,000.00
2159	MISCELLANEOUS EXPENSE	5,000.00
2161	OFFICE SUPPLIES	7,500.00
2164	MAIL CENTER - ISF	10,000.00
2166	PRINTING - ISF	500.00
2167	COPY MACHINE SUPPLIES	1,000.00
2168	CENTRAL STORES – ISF	300.00
2179	MISC. OFFICE EXPENSE	8,500.00
2199	PROF SERVICES NON -ISF	5,000.00
2202	COMPUTER SERVICES - ISF	500.00
2206	SPECIAL SERVICES - ISF	3,000.00
2261	COMPUTER EQUIPMENT	7,000.00
2262	FURNITURE (<5000)	2,000.00
2264	MINOR EQUIPMENT	2,000.00
2271	LIB BOOKS/PUBLICATIONS	286,200.00
2273	EDU. CONF. & SEMINARS EXP.	5,250.00

COUNTY OF VENTURA VCFMS
 BUDGET YEAR 2023-2024
 FINAL BUDGET APPROPRIATION

UNIT TITLE VENTURA COUNTY LAW LIBRARY

AGENCY CODE: LWL
 ORGANIZATION #:

5810

CONTACT PERSON KATIE DROW

TEL. 642-8982
 FUND: 0200

VCFMS ACCOUNT #	VCFMS ACCOUNT DESCRIPTION	2024-25 BUDGET
2291	PRIVATE VEHICLE MILEAGE	300.00
2292	AIR TRAVEL	500.00
4111	ALTERATION & IMPROVE.	2,500.00
4601	OFFICE MACHINES	20,000.00
6101	CONTINGENCIES	100,000.00
8911	INTEREST EARNINGS	40,000.00
9252	STATE OTHER	0.00
9521	COURT FEES	540,000.00
9681	LIBRARY SERVICES	1,000.00
9721	COPY MACHINE CHARGES	2,500.00
9790	OTHER REVENUE - MISC.	100,000.00

VCFMS Object	FUND 0200	FY 2022-23 End 6/30/23	Budget Allocations FY 2023-24	Current Rev/Exp 3/31/24	Estimated Rev/Exp 6/30/24	Estimate for FY 2023- 24	Estimate Percent Expanded	Provisional Budget Allocations FY 2024-25
	Cash on deposit	7/1/2022 1,492,848.25	7/1/2023 2,063,448.25	3/1/2024 2,204,922.43		2,209,801.33		2,311,955.48
	REVENUE							
8811A	Interest O200	50,767.07	40,000.00	19,131.03	0.00	19,131.03	48%	40,000.00
8811B	Interest O201	0.00	0.00	0.00	0.00	0.00	0%	0.00
9252	State Other	373,976.14	0.00	35,875.82	0.00	0.00	0%	0.00
9881A	Overtures	1,178.00	1,000.00	458.00	60.00	518.00	52%	1,000.00
9881C	Interlibrary Loan	0.00	0.00	0.00	0.00	0.00	0%	0.00
9521	Court Fees	549,973.05	540,000.00	423,712.89	141,000.00	564,712.88	105%	540,000.00
9790A	Misc. Income	853.21	2,500.00	3,773.07	900.00	4,273.07	171%	2,500.00
9790B	Misc. Income	853.21	0.00	353.36	10.00	360.36	0%	0.00
9790C	Misc. Income	1,909.00	0.00	529.98	10.00	529.98	0%	0.00
9790D	Misc. Income	10.00	0.00	40.00	0.00	40.00	0%	0.00
9790E	Misc. Income	148.80	0.00	44.25	0.00	44.25	0%	0.00
	Sales Tax	117,499.75	0.00	123,879.64	30,000.00	123,879.64	0%	100,000.00
	Passports	1,100,141.67	583,500.00	607,795.03	171,570.00	713,489.21		583,500.00
	TOTAL REVENUE							
	EXPENDITURES							
	SALARIES/BENEFITS							
1101	Full-Time	177,481.94	265,000.00	161,766.20	41,700.00	203,466.20	77%	282,700.00
1102	Part-Time	30,217.60	41,600.00	19,154.54	6,000.00	25,154.54	60%	41,600.00
1121	Retirement	55,257.84	65,250.00	52,618.55	5,100.00	57,718.55	88%	72,000.00
1122	Social Security	1,873.50	2,700.00	1,187.57	450.00	1,637.57	61%	2,700.00
1123	Medicare	2,879.87	4,500.00	2,487.87	1,300.00	3,787.87	84%	4,800.00
1147A	Group Insurance-FT	12,603.25	22,000.00	11,135.11	3,800.00	14,935.11	68%	22,000.00
1147B	Group Insurance-Retired	28,774.24	31,500.00	17,689.21	6,200.00	23,889.21	76%	31,500.00
1143	Unemployment	0.00	0.00	0.00	0.00	0.00	0%	0.00
1165	Workers Compensation	1,477.00	1,300.00	1,270.00	0.00	1,270.00	88%	1,600.00
	TOTAL	310,545.24	483,850.00	267,309.05	64,550.00	331,859.05		458,900.00
	SERVICES/SUPPLIES							
2031	Telephone	2,293.21	4,000.00	1,709.64	600.00	2,309.64	58%	4,000.00
2032	County Telecom.	0.00	500.00	0.00	50.00	50.00	10%	500.00
2054	Janitorial Supplies	456.31	2,500.00	560.81	100.00	660.81	26%	2,500.00
2055	Janitorial Services	11,863.00	13,000.00	9,216.00	3,100.00	12,316.00	95%	13,500.00
2071	General Insurance	7,079.00	14,560.00	3,746.50	3,746.50	7,493.00	51%	6,600.00
2101	Office Equip. Maint.	1,627.09	4,000.00	1,074.51	500.00	1,574.51	39%	4,000.00
2115	Facilities Proj (ISF)	4,143.41	5,500.00	6,803.17	0.00	6,803.17	124%	5,500.00
2116	Other Maintenance (ISF)	167.53	3,000.00	0.00	0.00	0.00	0%	3,000.00
2131	Memberships	720.00	1,000.00	720.00	0.00	720.00	72%	1,000.00
2159	Miscellaneous Expense	1,670.16	3,000.00	1,791.91	600.00	679.91	23%	5,000.00
2161	Office Supplies	7,002.86	7,500.00	4,703.25	1,000.00	5,703.25	76%	7,500.00
2164	Postage	7,984.36	9,400.00	8,025.20	1,000.00	9,025.20	96%	10,000.00
2166	Printing	370.01	500.00	0.00	0.00	0.00	0%	500.00
2167	Copy Mach. Supplies	499.90	1,000.00	0.00	300.00	300.00	30%	1,000.00
2168	Central Stores	30.58	300.00	6.84	0.00	6.84	2%	300.00
2179	Misc. Office Expenses	4,935.91	7,000.00	5,134.00	1,800.00	6,934.00	99%	8,500.00
2199	Prof. Serv. Non ISF	4,034.55	5,000.00	1,783.00	3,100.00	4,883.00	98%	5,000.00
2202	Computer Serv. (ISF)	0.00	500.00	0.00	0.00	0.00	0%	500.00
2206	County Special Services	930.10	3,000.00	238.08	144.00	380.08	13%	3,000.00
2261	Computer Equipment	1,657.60	5,000.00	1,954.66	2,700.00	4,554.66	91%	7,000.00
2262	Furniture (sub 5000)	0.00	2,000.00	0.00	0.00	0.00	0%	2,000.00
2264	Minor Equipment	0.00	2,000.00	0.00	1,500.00	1,500.00	75%	2,000.00
2271 A	Books/Publications	118,331.83	200,000.00	105,587.54	70,000.00	175,587.54	88%	220,000.00
2271 B	Audio/Video Programs	0.00	200.00	0.00	0.00	0.00	0%	200.00
2271 C	Electronic Subscriptions	43,198.00	55,000.00	25,995.00	12,000.00	37,995.00	69%	66,000.00
2273	Edu Conference/Seminar Exp	0.00	200.00	0.00	0.00	0.00	0%	5,250.00
2291	Mileage	0.00	300.00	0.00	0.00	0.00	0%	300.00
2292	Air Travel	0.00	500.00	0.00	0.00	0.00	0%	500.00
	TOTAL	218,996.43	350,450.00	177,336.11	102,140.50	279,476.61	12.35	385,150.00
	OPERATING	529,541.67	784,300.00	444,645.16	166,690.50	611,335.66		844,050.00

KATIE DROW
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to the Board of Trustees
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BOARD OF TRUSTEES
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RESOLUTION OF THE BOARD OF TRUSTEES
OF THE VENTURA COUNTY LAW LIBRARY
2023/24-3

WHEREAS, the final budget for the 2024-25 fiscal year was considered and approved by the Board of Trustees and shall now include an Educational Expenses Reimbursement Program "Program";

WHEREAS, the purpose is to provide a Program whereby eligible employees of the Ventura County Law Library are reimbursed for the costs of textbooks, tuition, student loan payments, registration, examination fees, laboratory fees, and travel expenses for occupationally related school courses, workshops, and seminars satisfactorily completed on the employee's own time.

WHEREAS, eligible employees shall have been employed at the Ventura County Law Library full-time for five consecutive years to qualify, and,

WHEREAS, the following criteria will be used in determining eligibility for reimbursement:

- A. Courses, conferences, workshops, and seminars must have a reasonable potential for resulting in more effective Law Library service.
- B. Job-related graduate course work is eligible for reimbursement, including student loan payments related to such course work.
- C. Courses must be satisfactorily completed. At least a grade of "C" or its equivalent is required for reimbursement for graded classes.
- D. Job-related seminars and workshops shall be eligible for reimbursement.
- E. Self-study courses or those that prepare for licensure and are job-related may be covered if approved by the Director.
- F. Job-related examination fees when approved by the Director.

WHEREAS, the following courses will not be eligible for reimbursement under the Program:

- A. Courses which duplicate in-service training.
- B. Courses which duplicate training the employee has already received.
- C. Courses, conferences, workshops, and seminars not related to the employee's occupational field are not covered by the Program.

WHEREAS, reimbursement under the Program is limited to \$5,250 per employee per calendar year;

WHEREAS, all applications for reimbursement must be submitted with proof of payment, and,

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NOW, THEREFORE BE IT RESOLVED, that the Educational Expenses Reimbursement Program is approved and established and funds for account 2273 Educational Conference/Seminar Expenses shall be used for the Educational Expenses Reimbursement Program;

ADOPTED this 5th day of June, 2024

GLENN CAMPBELL, President

ATTEST:

KATIE DROW, Secretary