

AGENDA

Santa Cruz County Law Library Board of Trustees

October Regular Meeting
October 19, 2021
Santa Cruz County Law Library, Room 070
5:00 pm

THIS MEETING IS BEING HELD IN PERSON WITHOUT A REMOTE APPEARANCE OPTION

1.0 Meeting and Organization

- 1.1 Establish Quorum
- 1.2 Approve Agenda

2.0 Public Comment

3.0 Oral Communication

- 3.1 Update on In-person services
- 3.2 Librarian's Report

4.0 Consent Agenda

- 4.1 Approval of Disbursements for October
- 4.2 Approval of Minutes of September Meeting

5.0 Regular Agenda

- 5.1 Approval of Final Budget Fiscal Year 21-22

6.0 Future Meetings

- 6.1 November 16, 2021

7.0 Adjourn

Notice to the public:

The public has the right to comment on any item listed on the regular meeting agenda before or during the consideration of that item. When a member of the public raises an issue, which has not yet come before the board, the item may be discussed but no action may be taken at the meeting.

The meeting facilities are accessible to persons with disabilities. Requests for interpretive services, assistive listening devices or other considerations may be made through the Santa Cruz County Law Library either in person at the address above or by phone at (831) 420-2205, no later than two working days before the meeting.

Materials related to any item on this agenda will be available prior to the meeting at the Law Library during normal business hours.

AGENDA ITEM 3.1

Law Library Services

| September 2020 (21 open days) | September 2021 (19 open days) |
|--|----------------------------------|
| In-person – 282 | In-person – 332 |
| Appointments - 68 of the 282 were appointments | No appointments required |
| Phone calls – 259 | Phone calls – 198 |
| Emails - 69 | Emails – 43 |

AGENDA ITEM 3.2

Librarian’s Report

Partnership Grant – Partnership Grants are funded by a percentage of state Equal Access Fund allocation that is distributed by the Legal Services Trust Fund Commission. The partnership is between courts and qualified legal services agencies. A grant was awarded to a partnership between the Superior Court and Senior Citizens Legal Services. The grant will be used to develop a program to assist with landlord tenant issues and is funded for one year with the ability to ask for a renewal for an additional year. The services provided must be aligned with self help services and staff may not provide legal advice, representation, or advocacy. The staff hired for this position will be housed in the Law Library for part of their hours. The additional hours staff will be working out of Senior Citizens Legal Services. As part of the program a specified amount of mediations will be provided at no cost by Conflict Resolution Center.

AGENDA ITEM 4.1

OCTOBER 2021 LAW LIBRARY DISBURSEMENTS

| VENDOR | INVOICE | DATE | DESCRIPTION | AMOUNT |
|-------------------|-----------------|-------------|---------------------------------------|-------------------|
| AT&T | 17120504 | 10/01/2021 | MONTHLY CHARGES | 25.99 |
| CALPERS | 100000016570636 | 09/01/2021 | UAL MONTHLY | 3389.17 |
| CALPERS | 100000016511889 | 08/06/2021 | GASB 68 REPORT | |
| CEB | 11030189 | 08/20/21 | CA REAL PROP REMEDIES | 303.68 |
| CEB | 11030519 | 08/23/2021 | STRATEGIES ON APPEAL | 361.31 |
| CEB | 11032139 | 09/13/2021 | CA TRIAL OBJECTIONS | 295.76 |
| CEB | 11033983 | 09/22/2021 | DRAFTING CA REVOCABLE TRUSTS | 333.73 |
| CEB | 11034813 | 10/05/2021 | CA POWERS OF ATTY & HEALTH CARE | 204.54 |
| CEB | 11035046 | 10/05/2021 | AG: WORKING WITH INDEPENENT CONTR. | 197.44 |
| CRUZIO | B33987-51 | 10/07/2021 | INTERNET | 84.90 |
| DAILY JOURNAL | 0040782-22 | 10/06/2021 | SF DAILY JOURNAL SUBSCRIPTION | 357.25 |
| INGRAM | 55018245 | 09/24/2021 | MULTI-TITLE INVOICE | 54.14 |
| LEXIS NEXIS | 3093481510 | 09/30/2021 | LEXIS ADVANCE | 676.00 |
| LEXIS NEXIS | 254261C | 09/10/2021 | MONTHLY PRINT PLAN | 2433.56 |
| LEXIS NEXIS | 27138135 | 10/04/2021 | CA OFF APP RPTS BV 42 | 32.17 |
| SHARP | 9003487368 | 09/28/2021 | COPIER MAINTENANCE | 268.45 |
| SUPERIOR COURT | 128 | 10/01/2021 | OCT REIMBURSEMENT | 5000.00 |
| WEST | 845101113 | 10/01/2021 | WESTLAW | 1833.14 |
| WEST | 845197809 | 10/04/2021 | MONTHLY PRINT PLAN | 776.30 |
| | | | TOTAL | \$13212.37 |

AGENDA ITEM 4.2
MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES

SEPTEMBER REGULAR MEETING, SEPTEMBER 21, 2021

1.0 Meeting and Organization (Telephonic Meeting Pursuant to California Executive Order No. N-29-20)

1.1 Establish Quorum Meeting called to order at 5:00 p.m. Present at the call to order: Lolly Belanger, Emily DuBois, John Gallagher, Julia Hill, Dinah Sapia, and Alan Smith. and Timothy Volkmann. Absent: Timothy Volkmann. Also, in attendance: Renee Fleming.

1.2 Approve Agenda **ACTION TAKEN: Motion to approve agenda M/S/C Sapia/Hill 6/0**

2.0 Public Comment – NONE

3.0 Oral Communication

3.1 Update on resumption of in-person services – Statistics on services were provided for the months of August 2020 and 2021.

- In August 2020 we had 2266 in-person visits of which 51 were appointments. We assisted 194 phone callers and had 66 email exchanges of information. In August 2021 we had 347 in-person visits, 102 phone calls, and 36 emails.

3.2 Law Library Assistant Recruitment update: The recruitment of a law library assistant has been temporarily paused. The position may be reopened in the near future.

3.3 Librarian's Report:

- The check in the amount of \$77,760 for the Law Library's portion of the State funding for County Law Libraries was received.
- We received a \$200 donation from Michael Hudson.
- AB 361 was signed by the Governor on September 16, 2021. This bill changes under what circumstances public open meetings may be held remotely. Given the changes the Board of Trustees will most likely go back to in-person meetings beginning in October.

4.0 Consent Agenda – ACTION TAKEN: Motion to approve consent agenda M/S/C Sapia/Hill 6/0

4.1 Approval of Disbursements for September

4.2 Approval of Meeting Minutes of August Meeting

5.0 Regular Agenda

5.1 NONE

6.0 Future Meetings:

6.1 October 19, 2021

Meeting adjourned at 5:12 p.m.

AGENDA ITEM 5.1

APPROVAL OF FINAL BUDGET FY 21-22

| | Approved Preliminary | YTD | Proposed Final |
|---|----------------------|----------------------|----------------------|
| REVENUES | | | |
| INTEREST | \$ 1,000.00 | \$ 58.15 | \$ 300.00 |
| COURT FILING FEES | \$ 144,000.00 | \$ 45,394.55 | \$ 144,000.00 |
| CLERK FEES (Packets) | \$ 1,500.00 | \$ 38.00 | \$ 750.00 |
| COPY CHARGES | \$ 5,500.00 | \$ 389.00 | \$ 2,000.00 |
| MEMBER CONTRIBUTIONS (after hours access) | \$ 9,200.00 | \$ - | \$ - |
| OTHER CHARGES CURRENT SERVICES | \$ 2,200.00 | \$ 5.00 | \$ 500.00 |
| CONTRIBUTIONS AND DONATIONS | \$ 4,500.00 | \$ 3,089.00 | \$ 4,500.00 |
| OTHER REVENUE | \$ 40,836.00 | \$ 77,759.94 | \$ 77,760.00 |
| | \$ 208,736.00 | \$ 126,733.64 | \$ 229,810.00 |
| EXPENDITURES | | | |
| TELEPHONE - NON TELECOM 1099 | \$ 1,350.00 | \$ 306.94 | \$ 1,350.00 |
| OTHER INSURANCE | \$ 2,000.00 | \$ 2,238.22 | \$ 4,800.00 |
| MAINT-OFFICE EQUIPMENT-SERVICES | \$ 3,600.00 | \$ 915.98 | \$ 3,600.00 |
| MEMBERSHIPS | \$ 515.00 | \$ - | \$ 515.00 |
| MISCELLANEOUS EXPENSE-SERVICES | \$ 300.00 | \$ - | \$ 300.00 |
| MISCELLANEOUS NONINVENTORIAL ITEMS | \$ - | \$ - | \$ 4,000.00 |
| POSTAGE | \$ 500.00 | \$ 18.58 | \$ 600.00 |
| SUPPLIES | \$ 2,000.00 | \$ 332.32 | \$ 2,845.00 |
| ACCOUNTING AND AUDITING FEES | \$ 800.00 | \$ - | \$ 800.00 |
| PROF & SPECIAL SERV-OTHER | \$ 100,671.00 | \$ 30,167.51 | \$ 102,000.00 |
| SPECIAL MISC EXPENSE-SERVICES | \$ 2,000.00 | \$ - | \$ 4,000.00 |
| SUBSCRIPTIONS BOOKS | \$ 95,000.00 | \$ 23,948.68 | \$ 105,000.00 |
| | \$ 208,736.00 | \$ 57,928.23 | \$ 229,810.00 |

Changes to the final budget.

Changes to revenue categories:

- Interest – is now based on an average of what we have received to date.
- Clerk Fees, Copy Charges, and Other Charges for Services – all have been affected by our reduced walk-in numbers and the ability of people to pay.
- Member Contributions (after hours access) – I eliminated income in this category.
- Contributions and Donations – this number is higher than normal because some of the Scrabble Donations were deposited this fiscal year.

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- Other Revenue – reflects our allotment of the State funding in the State Budget for this fiscal year. The previous amount of \$40, 836 in this category was the estimated amount of what would be used from our trust to cover our expenses. With the revenue from the State it is projected that we will not use any money beyond what we receive in revenues this fiscal year.

Changes to expenditure categories:

- Other Insurance – The library carries two different insurance policies one for property and one for liability. The policies renew in July and September. Sometimes our July policy is paid in June as it was last fiscal year. This ensures our payment gets there by the mid-July deadline. The preliminary budget only included our policy that renews in September. That category has been changed to reflect the additional project cost of the second policy. Our insurance went up 22% for our policy that renewed in September. An additional 22% was added to the cost of the policy that will be paid in June.
- Miscellaneous Noninventoriable items: This category was added to the final budget with an amount of \$4000. We will need to order additional chairs for the library as we begin to add in additional computer users. This money will also be used to modernize/upgrade staff private office furniture.
- Subscriptions Books – Additional money has been added to this category. Both the library's Westlaw and Lexis online services are up for renewal. There may be a slight increase in costs for those subscriptions. I would also like to investigate bringing back CEB's online service OnLAW with some of the additional funding we received from the state. This projected amount has been included in this number.