

AGENDA

Santa Cruz County Law Library Board of Trustees

**November Regular Meeting
November 16, 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 November**
- 4.2 Approval of Minutes of October Meeting**

5.0 Regular Agenda

- 5.1 Approval of Annual Report for Fiscal Year 20-21**

6.0 Future Meetings

- 6.1 December 21, 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

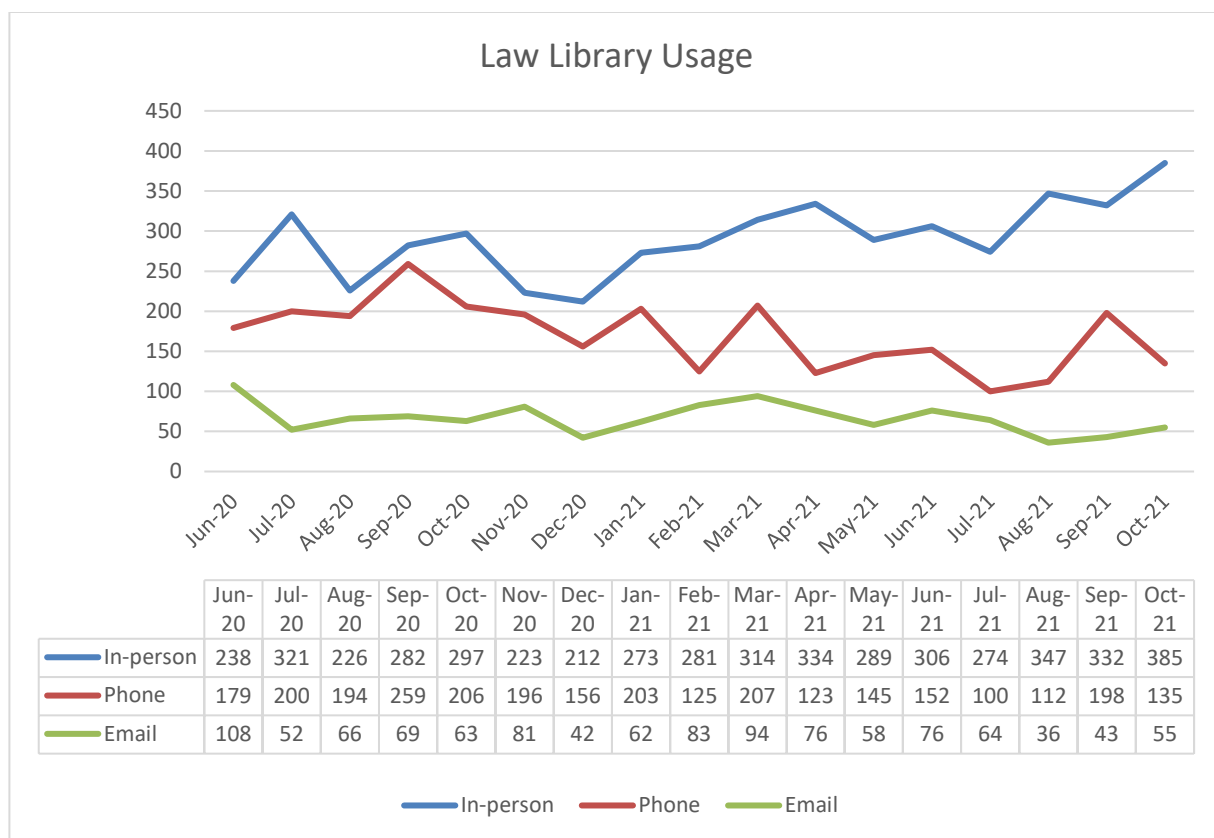
Law Library Services

October 2020
(21 open days)

In-person – 297
Appointments - 68 of the 297 were
appointments
Phone calls – 206
Emails - 63

October 2021
(20 open days)

In-person – 385
No appointments required
Phone calls – 135
Emails – 55



AGENDA ITEM 4.1

NOVEMBER 2021 LAW LIBRARY DISBURSEMENTS

VENDOR	INVOICE	DATE	DESCRIPTION	AMOUNT
AT&T	17270628	11/01/2021	MONTHLY CHARGES	25.48
CALPERS	16601372	11/01/2021	UAL MONTHLY	3389.17
CEB	11035461	10/15/2021	EFFECTIVE INTRO OF EVIDENCE	237.59
CEB	11035881	10/14/2021	CA MECHANIC LIENS	237.59
CEB	11030715	08/18/2021	CA EASEMENTS AND BOUNDARIES	231.34
CEB	11036300	10/18/2021	CA ADMINISTRATIVE HEARING PRACTICE	237.59
CEB	11037070	10/18/2021	HANDLING A PROBATE	197.44
CEB	11040221	10/29/2021	CA LAND USE PRAC	333.73
COPWARE	21249-2022	11/8/2021	CA PEACE OFFICERS SOURCEBOOK	85.00
CRUZIO	B33987-53	11/7/2021	INTERNET	84.90
INGRAM		09/24/2021	MULTI-TITLE INVOICE	54.14
LEXIS NEXIS	3093535931	10/31/2021	LEXIS ADVANCE	676.00
LEXIS NEXIS	254261D	10/15/2021	MONTHLY PRINT PLAN	2433.56
LEXIS NEXIS	27738787	10/12/2021	CA OFF APP RPTS BV 43	32.17
LEXIS NEXIS	24675482	03/31/2021	CA OFF APP RPTS BV 37	30.62
SANTA CRUZ COUNTY BAR ASSOCIATION	01229	11/10/2021	MEMBER RENEWAL	65.00
SANTA CRUZ CO OFFICE OF EDUC	00068	10/19/2021	SCRABBLE PROCEEDS	1913.00
SHARP	9003531218	10/28/2021	COPIER MAINTENANCE	268.45
SUPERIOR COURT	129	11/01/2021	NOV REIMBURSEMENT	5000.00
WEST	845268250	11/01/2021	WESTLAW	1833.14
WEST	845361325	11/04/2021	MONTHLY PRINT PLAN	776.30
TOTAL				\$18142.21

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

OCTOBER REGULAR MEETING, OCTOBER 19, 2021

1.0 Meeting and Organization (In-person meeting with no remote option)

1.1 Establish Quorum Meeting called to order at 5:01 p.m. Present at the call to order: Lolly Belanger, Emily DuBois, John Gallagher, Julia Hill, Alan Smith, and Timothy Volkmann. Absent: Dinah Sapia. Also, in attendance: Renee Fleming.

1.2 Approve Agenda **ACTION TAKEN: Motion to approve agenda M/S/C Smith/DuBois 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 September 2020 and 2021.

- In September 2020 we had 282 in-person visits of which 68 were appointments. We assisted 259 phone callers and had 69 email exchanges of information. In September 2021 we had 332 in-person visits, 198 phone calls, and 43 emails.

3.2 Librarian's Report:

- We received a \$500 donation from John Thornton.
- Letters requesting appointments to the Board for the upcoming 2022 calendar year we go out soon. Trustee Lolly Belanger will not be returning next year.

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

4.1 Approval of Disbursements for September

4.2 Approval of Meeting Minutes of August Meeting

5.0 Regular Agenda

5.1 Approval of Final Budget Fiscal Year 21-22 – **ACTION TAKEN: Motion to approve final budget M/S/C Volkmann/Hill 6/0**

6.0 Future Meetings:

6.1 November 16, 2021

Meeting adjourned at 5:20 p.m.

SANTA CRUZ COUNTY LAW LIBRARY

ANNUAL REPORT 2020 - 2021



701 Ocean Street, Room 70 Santa Cruz, CA 95060
www.lawlibrary.org



WHO WE ARE:

Established in August of 1896, the Santa Cruz County Law Library has been providing free community access to legal materials for 125 years. The law library has undergone many changes during this time, including multiple location changes, sharp declines in filing fee revenue and a global pandemic.

Amongst all of these changes the constant has been the law library's commitment to its mission to provide free access to all persons interested in legal information.

How we do this has evolved over the years, and keeps evolving, but what we do has remained the same.

How We Are Governed

California County Law Libraries are governed by California Business and Professions Code sections 6300 et.seq. We are separate public entities governed by a Board of Law Library Trustees.

Each individual Board is allowed to enter into agreements with other agencies for the management of the county law library. In 2006, The Santa Cruz County Board of Law Library Trustees entered into a Memorandum of Understanding with the Santa Cruz Superior Court.

The Santa Cruz County Board of Law Library Trustees governs the policies, operations, budget, and future direction of the law library. The Board regularly meets on the third Tuesday of the each month at 5 p.m.

Board member appointments are in accordance with Business and Professions Code section 6301. This section requires the Superior Court to appoint four or five of its members. These members may designate others to serve in their place. The Board of Supervisors makes two appointments. Appointments from the Superior Court or Board of Supervisors may be attorneys, judges, or members of the general public. However, we are limited to no more than two members of the general public. Appointments are made on an annual basis for the calendar year.

Board of Law Library Trustees for Fiscal Year 2020-2021

Superior Court Appointees

Hon. John Gallagher 2007

Lolly Belanger 2020

Emily Dubois, Esq. 2019

Dinah Sapia, Esq. 2020

Hon. Timothy Volkmann 2008

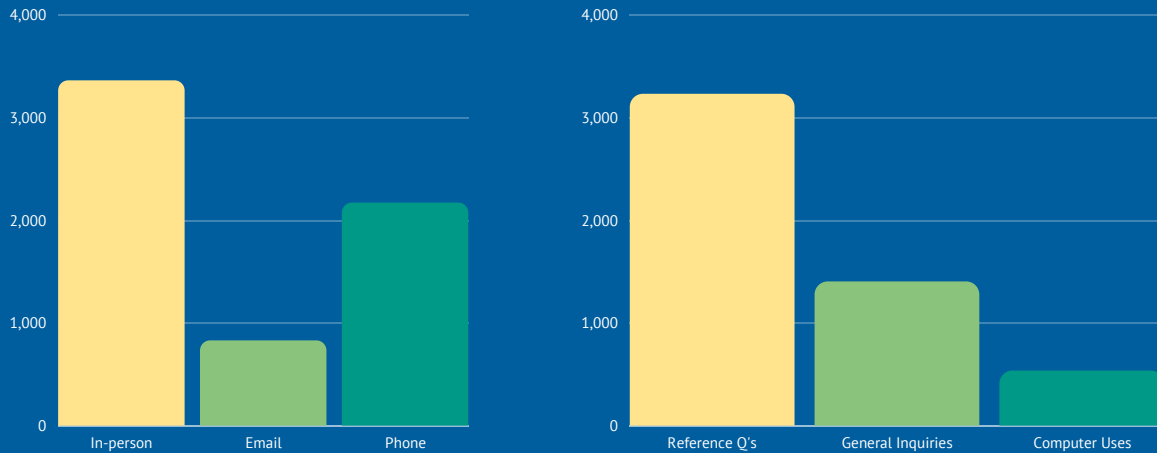
Board of Supervisor Appointees

Julia Hill, Esq. 2008

Alan J. Smith, Esq. 2010

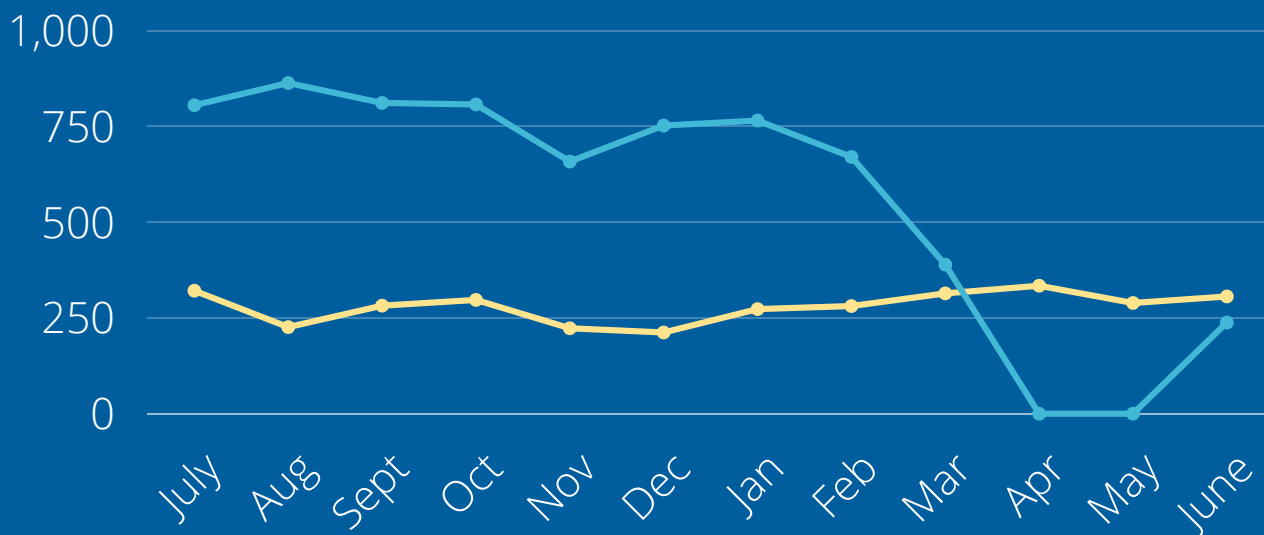
LIBRARY USAGE

Our hours for in-person services this fiscal year were Monday - Friday 8 a.m. to 12 p.m. Remote services were provided outside of our in-person hours.



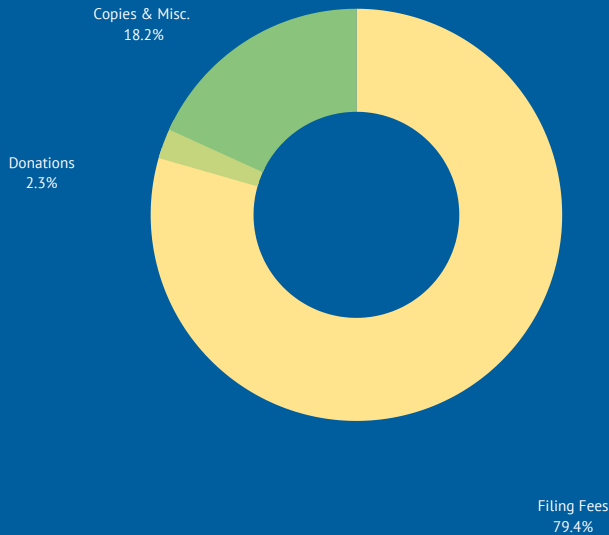
IN-PERSON USAGE COMPARISON

Pre-COVID we were open 32 hours per week for in-person services (blue line). We shut down for roughly 2 1/2 months beginning mid-March. Since June 2020, we have been open 20 hours per week for in-person services (yellow line).



FINANCIAL STATEMENT

COVID had a huge impact on our revenues. Our main funding comes from a portion of first paper civil filing fees. The amount we receive in Santa Cruz County is \$35 per unlimited civil action, \$12 for each limited civil action and \$2 for each small claims appeal.



Revenues:

Filing Fees: \$139,944

Donations: \$3,983

All other revenue: \$30,930

Expenditures:

Salaries: \$60,000

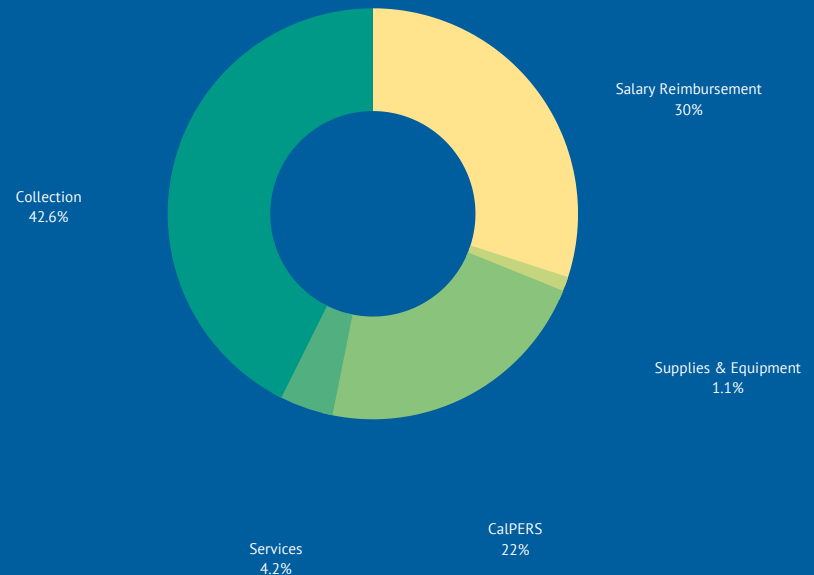
Collection: \$85,325

CalPERS: \$44,122

Services: \$8,415

Supplies: \$2,264

All other revenue: \$30,930



TRUST FUND STATEMENT

California Business and Professions Code 6230 requires all of our money be deposited with the county treasurer, who must keep the same separate and apart in a trust or trust fund. Our trust is pooled and a small amount of interest is paid during the year. Our small reserve helps offset unexpected revenue losses like we experienced during COVID. Our loss in revenue during the 2020-2021 Fiscal year required that we rely on a large portion of our reserve.

Equity in pooled cash as of 6/30/2020:	\$84,303.88
Outstanding Liabilities:	\$8,578.39
Revenues:	\$174,315.00
Expenditures:	\$203,809.11
Fund Balance as of 6/30/2021:	\$46,231.38