

AGENDA

Santa Cruz County Law Library Board of Trustees

May Regular Meeting

May 17, 2022

Santa Cruz County Law Library, Room 070

5:00 pm

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 May
- 4.2 Approval of Minutes of April Meeting

5.0 Regular Agenda

- 5.1 Approval of Preliminary Budget FY 2022-2023

6.0 Future Meetings

- 6.1 June 21, 2022

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.

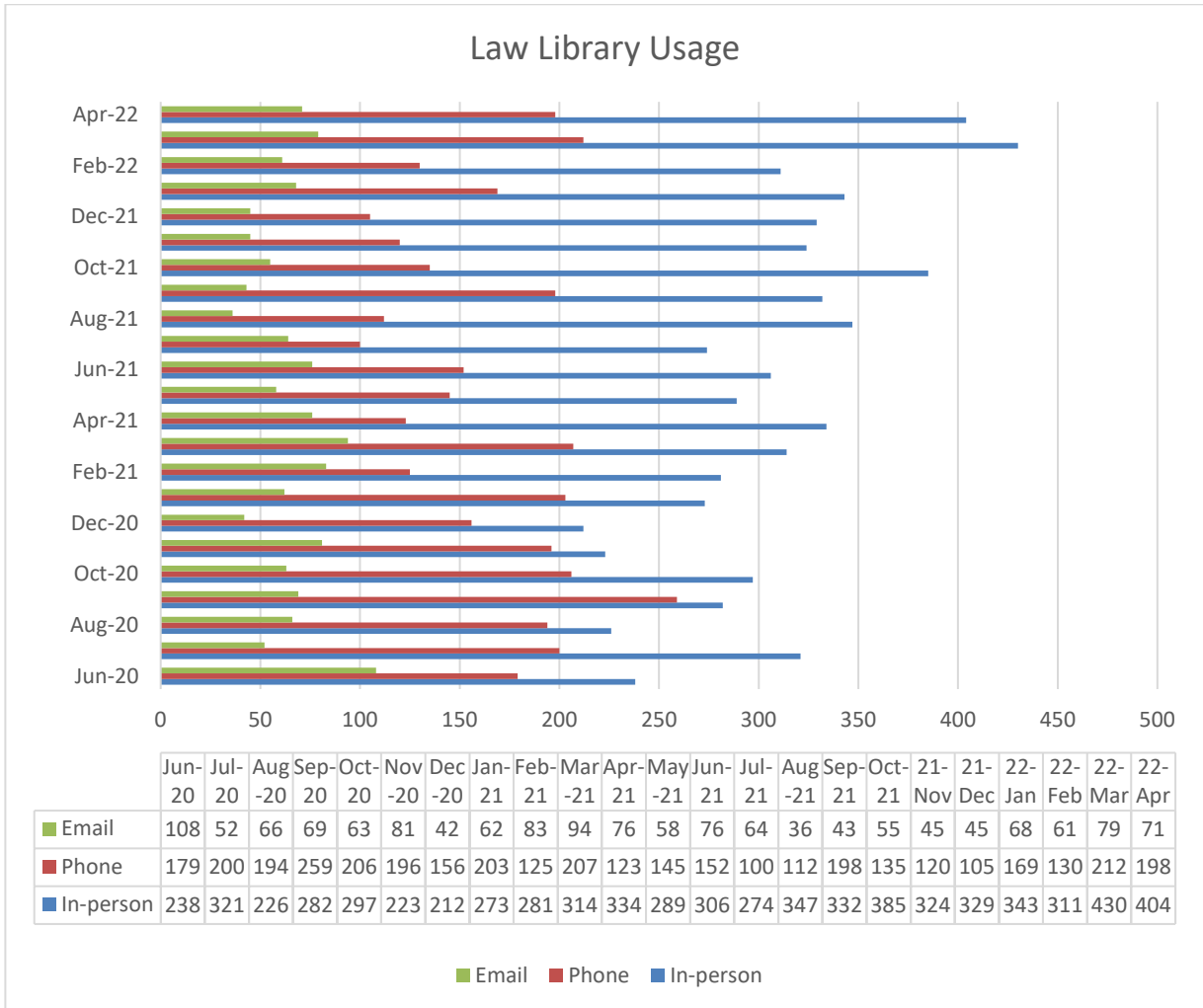
Materials related to any item on this agenda will be available prior to the meeting at the Law Library during normal business hours.

AGENDA ITEM 3.1

Law Library Services

April 2021
(20 open days)
In-person – 334
Appointments - 50 of the 334 were appointments
Phone calls – 123
Emails - 76

April 2022
(21 open days)
In-person – 404
No appointments required
Phone calls – 198
Emails – 71



AGENDA ITEM 4.1

MAY 2022 LAW LIBRARY DISBURSEMENTS

VENDOR	INVOICE	DATE	DESCRIPTION	AMOUNT
AT&T	18138482	05/01/2022	MONTHLY CHARGES	24.99
CALPERS	16787176	05/01/2022	UAL MONTHLY	3389.17
CEB	11069004	04/08/2022	ADVISING CA EMPLOYERS & EMPLOYEES	451.01
CEB	11069831	04/15/2022	NEIGHBOR DISPUTES	210.55
CEB	11069979	04/15/2022	CA LAW OF CONTRACTS	249.60
CEB	11070349	04/20/2022	CA CIVIL DISC. PRAC.	318.71
CEB	11070668	04/20/2022	CA CHILD CUSTODY LIT	222.57
CEB	11071537	04/27/2022	CA LANDLORD TENANT	341.43
CEB	11072660	05/05/2022	CA CONSERVATORSHIP	285.66
CEB	11071866	04/28/2022	CA TRIAL PRAC	405.83
CRUZIO	B33987-65	05/07/2022	INTERNET	84.90
INGRAM	59247118	04/28/2022	PLAN YOUR ESTATE	37.99
LEXIS NEXIS	3093817243	04/30/2022	LEXIS ADVANCE	1167.75
LEXIS NEXIS	254261J	04/01/2022	MONTHLY PRINT PLAN	2544.26
LEXIS NEXIS	30969026	04/11/2022	CA OFF APP RPTS BV 50	32.17
SHARP	9003784376	04/28/2022	COPIER MAINTENANCE	268.45
SUPERIOR COURT	135	05/01/2022	MAY REIMBURSEMENT	5000.00
WEST	846288853	04/01/2022	WESTLAW	1851.47
TOTAL				\$16886.51

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

MINUTES REGULAR MEETING, APRIL 19, 2022

1.0 Meeting and Organization

1.1 Establish Quorum Meeting called to order at 5:04 p.m. Present at the call to order: Emily DuBois, Cheryl Ferguson, John Gallagher, Eric Nelson, and Dinah Sapia. Julia Hill. Absent: Julia Hill, and Timothy Volkmann. Also, in attendance: Renee Fleming.

1.2 Approve Agenda: **ACTION TAKEN: Motion to approve agenda M/S/C Sapia/Ferguson 5/0**

2.0 Public Comment – Trustee Sapia asked about the decision to postpone the Scrabble Tournament for 2022.

3.0 Oral Communication

3.1 Update on resumption of in-person services – Statistics on services were provided for the months of March 2021 and 2022.

- In March 2021 we had 314 in-person visits of which 50 were appointments. We assisted 207 phone callers and had 94 email exchanges of information. In March 2022 we had 430 in-person visits, 212 phone calls, and 79 emails.

3.2 Librarian's Report:

- The new Law Library Assistant, Miranda, began her position on March 21st.
- The Law Library in conjunction with the Self Help Center/Small Claims Advisor program began offering a once a month informational Small Claims Zoom workshop in January.

4.0 Consent Agenda – ACTION TAKEN: Motion to approve consent agenda M/S/C DuBois/Ferguson 5/0

4.1 Approval of Disbursements for April

4.2 Approval of Meeting Minutes of March Meeting

5.0 Regular Agenda

5.1 Update on Expansion of Services – After discussion **ACTION TAKEN: Motion to approve expansion of services plan effective July 1, 2022 M/S/C Nelson/Ferguson 5/0**

6.0 Future Meetings:

6.1 May 17, 2022

Meeting adjourned at 5:31 p.m.

AGENDA ITEM 5.1

Preliminary Budget FY 2022-2023

Each May we approve a proposed preliminary budget for the upcoming fiscal year. This ensures that expenditures will be paid out of the Law Library Trust Fund beginning July 1. A final budget is approved and submitted to the County Auditor/Controller in October. This allows for adjustments to be made based on the final numbers for the previous fiscal year.

	21-22 Budget	21-22 YTD	22-23 Proposed
REVENUES			
INTEREST (on money in trust)	\$ 300.00	\$ 289.50	\$ 300.00
COURT FILING FEES (filing fee revenue)	\$ 144,000.00	\$ 115,861.82	\$ 140,000.00
CLERK FEES (charges for packets)	\$ 750.00	\$ 61.10	\$ 200.00
COPY CHARGES	\$ 2,000.00	\$ 1,949.25	\$ 2,000.00
MEMBER CONTRIBUTIONS (after hours access)	\$ -	\$ 40.00	\$ 5,000.00
OTHER CHARGES CURRENT SERVICES (misc)	\$ 500.00	\$ 102.55	\$ 500.00
CONTRIBUTIONS AND DONATIONS	\$ 4,500.00	\$ 4,127.00	\$ 4,500.00
OTHER REVENUE (from State Gen. Fund)	\$ 77,760.00	\$ 102,960.94	\$ 77,760.00
	\$ 229,810.00	\$ 225,392.16	\$ 230,260.00
EXPENDITURES			
TELEPHONE/INTERNET	\$ 1,350.00	\$ 1,078.72	\$ 1,440.00
INSURANCE (property/liability)	\$ 4,800.00	\$ 2,238.22	\$ 5,000.00
MAINT-OFFICE EQUIPMENT-SERVICES	\$ 3,600.00	\$ 2,795.13	\$ 3,600.00
MEMBERSHIPS	\$ 515.00	\$ 65.00	\$ 515.00
MISCELLANEOUS EXPENSE-SERVICES	\$ 300.00	\$ -	\$ 300.00
MISC. NONINVENTORIABLE ITEMS	\$ 4,000.00	\$ 813.67	\$ -
POSTAGE	\$ 600.00	\$ 142.61	\$ 500.00
SUPPLIES	\$ 2,845.00	\$ 3,401.47	\$ 3,000.00
ACCOUNTING AND AUDITING FEES	\$ 800.00	\$ -	\$ 800.00
SALARY REIMBURSEMENT/CALPERS	\$ 102,000.00	\$ 84,241.70	\$ 105,000.00
SPECIAL MISC EXPENSE-SERVICES	\$ 4,000.00	\$ 1,913.00	\$ 4,105.00
SUBSCRIPTIONS BOOKS	\$ 105,000.00	\$ 79,925.75	\$ 106,000.00
	\$ 229,810.00	\$ 176,615.27	\$ 230,260.00
	\$ -	\$ (48,776.89)	\$ -